



the memory of the bus industry

## How to Use our Droitwich Research Centre

### Before your visit

- We need to keep track of who has used the library, therefore, please complete a User Registration form (attached) and bring this with you along with proof of name and address, for example a utility bill or driving licence. If you are a member of the Omnibus Society, then your membership number will suffice.
- Maintaining our collection in good condition is our primary consideration. Therefore, please bring with you pencils for use in the searchroom.
- We can provide hot drinks, but there is no food outlet onsite, and we are some distance from any shops. You may wish to bring your own refreshments: there is a dedicated area where food and drink can be consumed. We do not allow food and drink into the searchroom.

### Arriving at the Research Centre

- The Research Centre is located at De Salis Drive, Hampton Lovett, Droitwich Spa, WS9 0QE. The nearest rail stations is Droitwich Spa (1.5 miles). There are poor public transport connections to the centre, although taxis are available outside the railway station. If you need assistance, please contact us in advance.
- Press the entry buzzer at the main door and the Duty Volunteer will collect you, and give guidance on the layout of the rooms, including where refreshments can be taken.
- You will be asked to sign in as a user of The Bus Archive.

## Using the Searchroom

- We need to ensure that there is no damage to the collection, therefore: only write in pencil. Pens are not permitted in the searchroom.
- The majority of our holdings are contained on a computerised catalogue. The Duty Volunteer will assist you in using this; they can also assist you in finding items which are not yet catalogued.
- You are allowed access to four items at any one time. Please return the boxes and items to a member of staff.
- Our volunteer staff are there to help you so if you have any queries – please ask.

## Handling Documents

- Please have clean hands when handling the documents; we do not require you to use gloves.
- Handle the documents as little as possible, and please do so with care.
- Keep the papers in the order in which you find them. If you remove paperclips etc., then replace these in the original location to ensure the original order is not lost.
- Replace the documents in their enclosures (files, boxes) with care.

## Copying

- If you are copying any documents or books, please fill out the form provided. It is assumed that any copying is for your personal research; if the material is to be used in a publication, please speak to us about copyright.
- Photocopying and scanning services are available, at a charge.
- You are free to use laptop computers and digital cameras in the searchroom.

## Support Us

Access to our collections is provided free of charge. There is obviously a cost to this, and most users make a cash donation for the upkeep of the Archive. (Members of the Omnibus Society receive our services as part of their membership).



## New User Registration

Name	
Address (incl postcode)	
Phone	
Email	
Nature of research	
Date	

Details of both registration and visits will be retained electronically as part of our general administration of the archive. This information will not be passed on to a third party, and will in any case be destroyed 18 months after your last use of the archive. Our Data Protection Policy is available on request.

Please tick if appropriate:

I would like to subscribe to the newsletter of The Bus Archive

I would like to know more about becoming a Friend of the Archive

I have read and understood the document 'How to Use' and agree to its terms.

Signed.....

Date.....