



A WARM WELCOME TO  
CHURCHILL ARCHIVES CENTRE

*"Connecting the Past Present and Future"*

*This booklet includes details of the Centre's reading room procedures  
and an application form for access to our collections.*

*Staff at the enquiry desk are always happy to answer questions and  
provide further information.*

*We hope you enjoy your visit.*

  
Allen Padwood.

*Director, Churchill Archives Centre*

## RULES IN THE READING ROOM

For the security and preservation of the unique documents within our care, we kindly ask readers to observe the following rules:

- No smoking is permitted anywhere in the Archives Centre building.
- No drinking or eating (including sweets, gum and throat pastilles) is permitted in the reading room.
- Bags, coats and briefcases must be left outside the reading room in the lockers provided (£1.00 coin deposit). Readers are asked to only bring essential items into the reading room.
- Pencils only should be used for note-taking (pens, ink etc are not allowed into the reading room).
- Yellow paper only should be used for note-taking (in order to distinguish the reader's notes from the archival material).
- Papers must be handled with great care, kept in their correct order and each file returned in a tidy condition to the issue desk. Readers are required to follow handling guidelines issued by the Archives Centre.
- The use of hand-held photocopiers and scanners is not permitted. Digital and conventional cameras are permitted, but are subject to certain restrictions (e.g. no flash photography). Please inform staff if you intend to take photographs.

## FURTHER INFORMATION

Catalogues: Hard copies of the Archives Centre's catalogues are available; computer terminals are also provided to search on-line catalogues and other archive and bibliographical resources, free of charge.

Ordering files: We will issue only one file at a time, but please order as many files as you need. Some items are produced in a surrogate format, e.g. the Churchill Papers on microfilm.

Copying service: Self-service printers are available for collections on microfilm, while photocopies of some collections can be ordered through the enquiry desk.

Using laptops: You are welcome to use your own laptop at the reading room desks and a wireless broadband network is available, free of charge.

Taking notes: Pencils and paper can be purchased from the reading room or you can bring your own.

Refreshments: A self-service lunch is usually available upstairs in the college dining hall between 12:30-1:30pm. There are also drinks and snacks available in the Buttery.

Transport: Bus services stop near the train station or taxis may be ordered, please ask staff for further details.

*For internal use:*

Card No.	Expiry date	ID checked	Entered on database	Staff initials
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## CHURCHILL ARCHIVES CENTRE REGISTRATION FORM

Name (in block letters) \_\_\_\_\_

Title \_\_\_\_\_ Nationality \_\_\_\_\_

Permanent address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Present address or College (if different from above) \_\_\_\_\_

Telephone \_\_\_\_\_

Is this your first visit to use the Archives Centre?    Yes             No

Subject of research \_\_\_\_\_


How did you first hear of the Archives Centre? (Please tick the relevant box/es)

- |                                    |   |   |
|------------------------------------|---|---|
| <input type="checkbox"/> Colleague | <input type="checkbox"/> Instructor/Supervisor      | <input type="checkbox"/> Wikipedia          |
| <input type="checkbox"/> Google    | <input type="checkbox"/> Archives Centre website    | <input type="checkbox"/> Display/Exhibition |
| <input type="checkbox"/> Janus     | <input type="checkbox"/> Reference in a publication | <input type="checkbox"/> Other:             |
- \_\_\_\_\_

### **Undertaking and Data Protection Act declaration:**

- I agree to observe the rules of the Archives Centre which I have read and understood.
- I undertake not to publish or copy in any form whatsoever material derived from the material held at Churchill Archives Centre without consulting the Archivist and obtaining permission from the owners and copyright holders of the collections used.
- I undertake to indemnify Churchill College against all claims and actions on the part of other persons arising out of the inclusion by me in any manuscript or the disclosure or publication in any other way of any matter taken from any archive in the Archives Centre which may be held to constitute a libel upon any person, or be an infringement of copyright or data protection legislation, or be a breach of confidence.
- In accordance with the provisions of the Data Protection Act (1998) I understand that the personal data I have supplied above will be kept within Churchill College and I accept that this data may be used for administrative purposes within the terms of the Data Protection Act.

Signature \_\_\_\_\_ Date \_\_\_\_\_

<p>I agree to observe the rules of Churchill Archives Centre which I have read and understood.</p> <p><i>Signature</i> .....</p> <p><i>Date</i> .....</p>	 <p><b>Churchill Archives Centre</b>  <b>Tel: (01223) 336087</b>  <b>E-mail: <a href="mailto:archives@chu.cam.ac.uk">archives@chu.cam.ac.uk</a></b></p> <p><i>Name</i> .....</p> <p><i>Card no.</i> ..... <i>Expiry</i> .....</p>
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### COLLECTIONS

The Archives Centre holds papers relating to some 600 individual politicians, civil servants, diplomats, military leaders and scientists. Examples include:

- Ernest Bevin
- Clementine Churchill
- Winston Churchill
- John Cockcroft
- Jacky Fisher
- Rosalind Franklin
- Neil Kinnock
- Enoch Powell
- Margaret Thatcher
- Frank Whittle

For a full listing of our collections see:  
<http://www.chu.cam.ac.uk/archives/collections/full.php>

*For internal use:*

*Sign in to visitors' book*

*Lockers and bags, facilities etc*

*Paper and pencils required?*

*Check ID; produce readers card*

*Handling slideshow*

*Requesting docs procedures (and copying/photography)*

*Catalogues and computer terminals*