

*Welcome to the BARS Reading Room. We ask that all researchers/visitors read and adhere to the following instructions. Thank you for your cooperation.*

All researchers must leave their personal belongings (bags, carrying cases, purses, briefcase, etc.) in the security locker(s) before entering the Research Room. A key will be provided for the locker(s).

Eating (inc. candy and gum), drinking or smoking is not allowed.

No cellphones are allowed inside the Reading Room.



**No Food or Drink**



Only **pencils** are allowed when working in the Research Room. **NO PENS** are allowed inside.

Conversation amongst researchers must be carried through in a soft voice.

The Research Room shall not be used for the reading of material brought in. Any material brought in for comparative study should be registered with the Archives Officer.

All Researchers are required to sign the Researcher/Visitor Logbook giving their name, address, employment agency or institution represented and subject of research.



Researchers are required to use the finding aid/indexes to search records and locate references for any documents being requested. A requisition form is to be used when requesting documents and/or photocopies.

Only three pieces of documents shall be issued to researchers at any given time. This is also dependent on the condition of the record(s).

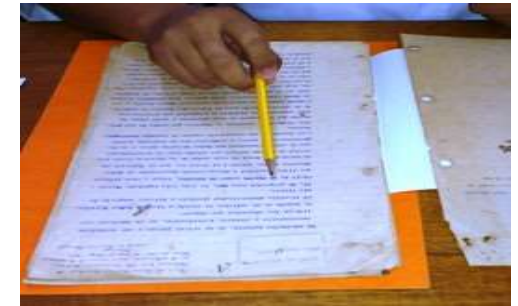


When handling delicate records, gloves will be provided for use.

The Belize Archives and Records Service **reserves the right to refuse access to any record which is in a fragile condition** where it is thought that damage may occur if it is produced or reproduced.

Researchers may use computers and other electronic devices **only after** consultation with the Archives Officer.

Researchers must handle records carefully. Researchers **should not** use their finger or pencils to follow the place in text. Researchers are requested to turn pages with great care.



Records must be **laid flat** on the table at all times. Researchers should not rest arms, books or any other items on top of records.



(Elbow resting on document)

Records must be kept in the same order in which they are issued. If files appear to be out of order, they should be rearranged by the Archives Officer only.

Reproduction of records will be done in conformity with the copyright laws of Belize.

Any person who removes, destroys, or willfully mutilates any public records within the Belize Archives and Records Service commits an offence and is liable on summary conviction to a fine not exceeding \$10,000.00 or to imprisonment for a term not exceeding three (3) years or both such fines and term of imprisonment (Refer to **BARS Act, 2004, Section 23**).

Any audiovisual material obtained from the Belize Archives and Records Service is subject to an Audiovisual Agreement that **MUST** be signed by recipient.

In line with the Audiovisual Agreement, all recipients **MUST** give prominent credit to the Belize Archives and Records Service with the use of images.

Researchers are advised to confer with Research Information Officers regarding reproduction charges.

## PROPER RECORD USE



**INCORRECT**



**CORRECT**



**INCORRECT**



**CORRECT**



**INCORRECT**



**CORRECT**



# *Belize Archives and Records Service*



## *Reading Room Regulations*

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E-mail: [info@archives.gov.bz](mailto:info@archives.gov.bz)

Monday – Thursday 8:00am – 5:00pm  
Friday 8:00am – 4:30pm

The Reading Room is closed on the **second** and **last** Fridays of every month.