



Hertford College Archives Information for Visitors

Apr 2018

Enquiries

Enquiries may be made by letter, telephone or email. Please note that the Archivist works one day a week and that it may take up to two weeks to answer enquiries. The Archivist is happy to answer enquiries free of charge; however, we cannot undertake detailed or time-consuming research for individual enquirers. If this is likely to be the case please talk to the Archivist about visiting the Archives in person or making arrangements for the research to be carried out by a third person.

Visiting

Hertford College welcomes researchers who wish to consult the Archives in person. The Archives are open to the public on Mondays and Wednesdays, 9.30am-5.00pm throughout the year. Researchers should make an appointment in advance by contacting the Archivist, so that we can book a reading room, and retrieve records ahead of a visit. Please bring one form of Photo ID such as a University Matriculation Card, Passport or Driving License; and complete a visitor form on arrival.

Our address is:

Hertford College, Catte St, Oxford, OX1 3BW

Tel (direct line): 01865 279409

Email: archives@hertford.ox.ac.uk

Parking

Please note that parking in central Oxford is very limited and that there is no parking available in the College. Visitors are strongly advised to use public transport or the Park and Ride scheme to travel to Oxford. The College is a short taxi drive or 15-20 minute walk from the train and bus station.

Accessibility

For visitors with any additional needs, please contact the Archivist in advance so that we can help plan your visit. In particular if you have mobility problems or difficulty in using stairs please let us know in advance so that we can book an accessible reading room.

Handling Archives

All archival material should be handled carefully and in accordance with the *Document Handling Guidelines*. In particular researchers should not eat or drink near archival material, and should use pencils rather than pens or biros to make notes. Individuals will be reminded of the handling

guidelines prior to consultation; and any necessary equipment such as pencils, book rests and weights will be made available.

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