

THE IRONBRIDGE GORGE MUSEUM TRUST

Library and Archives Code of Conduct

We are committed to ensuring that IGMT is a safe, inclusive and respectful place for everyone. We will:

- Provide a safe environment
- Ensure our staff are helpful and courteous
- Respond to feedback

In return, we ask all visitors to help us provide a comfortable and enjoyable visit for everyone by following these simple requests.

- Please treat our staff and volunteers with respect and follow their instructions.
- For your own safety, you must observe emergency procedures and alarms and follow the instructions of our staff if asked to evacuate the building.
- We welcome visitors of all ages, although for safeguarding reasons children aged 16 and under must be accompanied by an adult at all times.
- Assistance dogs are welcome, but no other animals are permitted.
- Smoking, using e-cigarettes/vaporizers and the lighting of matches and cigarette lighters is not permitted in any part of our buildings.
- You must not deliberately, carelessly or negligently mark, soil, tear, cut, deface, damage, injure or destroy any record, or other contents of the Library and Archives. You must report any accidental damage to a member of staff.
- Any bags, containers and other possessions, including working papers, may be searched at any time at the request of our staff.
- We ask that you only consume food and drink in designated areas.
- You must not enter staff-only areas unless given express permission and are accompanied by a member of staff or another authorised person.
- Please take all personal possessions with you at the end of your visit.

☐ Tick here to agree to the Archives Code of Conduct

Signed:

Print name:

Date: