

## Getting here



We are next to many bus stops, including the Park and Ride, as well as Winchester railway station.



We have two car parks. One is directly opposite the entrance to Winchester railway station. Our accessible parking is at the rear of the building and allows level access to the building. We ask for a donation to use both our car parks and you must book a space in advance.



At the back door, use the intercom to speak to the Receptionist. Staff will come and open the door for you and show you through to Reception.



The front door can be opened manually or by pressing the button. This door opens outward. We also have a revolving door and two-way door.



Please note there is no drop-off bay at the front entrance as Sussex Street is a busy road with double yellow lines.

Hampshire Record Office is a modern building with even, carpeted flooring throughout. There is access to all floors via a customer lift.

The building is well lit by both natural and artificial light.

All of our leaflets are available in large print.

We have hearing loops at Reception, at the Help Desk and in the Cinema. A portable hearing loop is available on request.



Our staff are friendly and always happy to help.

There are accessible male and female toilets on the ground floor and an accessible unisex WC on the top floor. All are fitted with alarm cords.

We have two evacuation chairs to aid disabled users on the top floor if there is an emergency. If you may need help evacuating the building and go upstairs please tell the Receptionist.



Hampshire Archives and  
Local Studies  
Hampshire Record Office  
Sussex Street  
Winchester  
SO23 8TH

Email [enquiries.archives@hants.gov.uk](mailto:enquiries.archives@hants.gov.uk)  
Tel **01962 846154**  
Fax **01962 878681**  
Text Phone **0808 100 2484**

See our web site for information about our services:  
[www.hants.gov.uk/archives](http://www.hants.gov.uk/archives)

# Visiting Hampshire Record Office



An accessible guide



[www.hants.gov.uk/archives](http://www.hants.gov.uk/archives)



Hampshire  
County Council

## Into the building



On arrival, sign in at Reception. If you do not have a ticket the Receptionist can issue one. There is a low desk and hearing loop.



For security purposes we ask you to place your bags in a locker. Ask the Receptionist for a key.



There is a common room on the top floor which is accessible by lift. You can buy hot drinks, eat your own food and use the chilled water dispenser.



You are also welcome to eat your own refreshments in the ground floor foyer.

## Into the search room



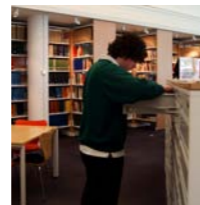
There are automatic doors into the searchroom that the Receptionist will open for you. The door opens inwards.



Staff at the Help Desk in the middle of the search room are happy to help. There is a low desk and hearing loop.



Once you have found something in the catalogue you would like to see, you can order the document from the strongroom using the computer.



We have copies of popular family history sources on microform. These are in self-service drawers, some of which are quite high. The microfiche labels are quite small.



You view the microfiche on microfiche readers. These are self-service and have two lenses. If you would like the images to be larger, ask staff to put in a larger lens.



There is a rise and fall table which can be adjusted to a comfortable height for wheelchair users. You can use it to view microform or original documents. Staff are happy to reserve the table for you.



We have two automated microfilm readers which are especially good for reading items with small print such as newspapers.



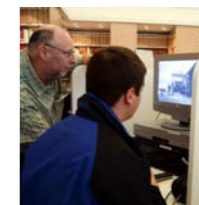
You can make copies from microform yourself using our two self-service reader-printers. You will need to buy a payment card.



Some documents, like old books, will need to be supported on cushions. If this makes them too high to read please ask staff to put them onto the rise and fall table.



Maps are viewed at the map table. This table is quite high and is not adjustable. Staff may be able to put smaller maps on the document viewing tables instead.



We have an AV booth where you can look at archive films and listen to sound recordings. Staff will show you how to set these up.



A black & white CCTV viewer can be used to magnify text. A selection of magnifying sheets and other visual aids are available on request.



Press the button to exit the searchroom and show your ticket to the Receptionist. The door opens outwards.