

Reading Room Procedures



Te Rua Mahara o te Kāwanatanga

ARCHIVES
NEW ZEALAND

Welcome to Archives New Zealand

Registration

- To request archives you must register as a reader at each Archives New Zealand office.
- Please make sure you have identification with you for registration.
- Upon registering you will be issued a reader card and a reader number which will enable you to order archival material for viewing.



In the Reading Room



- Access to the Archives New Zealand online finding aid Archway, www.archway.archives.govt.nz, can be made through the computers provided in the reading room. Paper based finding aids and card indexes for some archives are also provided.
- These computers are also used to order archives up to the reading room using the 'Repoman' programme, staff will give you a tutorial on this system after you have registered and have found files you wish to view through the finding aids.

- Archives are retrieved every half hour from 9.00am until 4.00 pm. These batches take approximately 45-60 minutes to reach 'Held Out' status.
- Research can request and have 'Held Out' five items at a time. These items will be 'Held Out' for no more than two weeks without being issued.
- To receive items you have ordered give your surname to staff and your archives will be brought to you.
- Boxes, volumes and items with loose pages, such as probates, will be issued one at a time.
- If you would like the record to be 'Held Out' for you for further study please indicate by placing a green slip with the archive when returning the items.



Restrictions and Copying

- Written permission to view restricted archives must be obtained by a researcher and be given to Archives New Zealand staff prior to requesting the items.
- Some records are restricted for preservation reasons; please see staff at the reference desk for advice on viewing these items.
- Photocopying will not be done until payment has been made. Items at 'Unpaid' should not exceed five and should not remain at that status for more than two weeks. Please see the 'Photocopy Ordering' information sheet for photocopying procedures.

Pre-ordering

- If you wish to pre-order items this can be done via telephone or email -
 - Please supply the full archives reference for the file/s you wish to consult
 - Please provide your reader card number OR your name, contact details and ID when you visit.
 - Up to five items can be pre-ordered
 - Two working days notice from receipt of enquiry needs to be given, with the exception of NZDF personnel files, which require 30 working days notice.



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