



## Guidance for visiting WYAS Kirklees



### Contact details:

Address: 16A Victoria Lane, Huddersfield, HD1 2QF

Telephone: +44 (0)113 535 3030

Email: [kirklees@wyjs.org.uk](mailto:kirklees@wyjs.org.uk)

### Opening times:

**Monday: 9.30am-12.00pm; 1.00pm-4.30pm**

**Tuesday: 9.30am-12.00pm; 1.00pm-4.30pm**

Wednesday: Closed

Thursday: Closed

Friday: Closed

### Travel options:

**Car parking:** We are situated in a pedestrianised area. Car parking is available at Springwood Street, Huddersfield, HD1 4BN.

**Bus:** We are approximately 600 metres from Huddersfield Railway Station

**Train:** We are approximately 500 metres from Huddersfield Bus Station



### Before you visit:

- All appointments must be booked at least a week in advance. Please contact us at [kirklees@wyjs.org.uk](mailto:kirklees@wyjs.org.uk) or on telephone number 0113 535 3030 to book. **Please do not travel to our building without having received confirmation of your booking.**
- Appointments are available on Mondays and Tuesdays between 9.30am and 4.30pm. The office will be closed for lunch between 12.00pm and 1.00pm. Visitors must leave the searchroom during this period.
- You must order all of your documents at time of booking. Many of our collections are held offsite and we require up to 2-weeks' notice to retrieve some items.
- Please notify us in advance if you are unable to attend your appointment.

### On arrival at our office:

- Please arrive on time for your appointment, if you are running late please contact us as soon as possible.
- We share a space with the Huddersfield Local Studies Library and Kirklees Transcription Service. The archives searchroom is located at the back of the main local studies area on the left-hand side.
- You will be asked to sign the visitor's book in the searchroom. This is for fire regulations. By signing in you are also agreeing to adhere to our searchroom guidance (user guide 15 available at the following link: <https://www.wyjs.org.uk/archive-service/our-collections/guides-to-our-collections/>).
- Please place your belongings (including any bags, coats, and drinks etc) into the lockers and coat stand provided. You can keep out the items you need to work with (e.g. laptop, notepad, pencils etc).
- Any records you request will be produced on a trolley along with any necessary book rests and weights. You are free to work through these at your own pace. If you do require assistance with large or fragile items please ask and one of our staff members will be happy to help.
- You can take photographs of documents, using your own camera, for research purposes. No flash photography is permitted. You will be asked to complete a personal photography application (Request Form 1) and pay the relevant charge (see current Fees and Charges (user guide 5)).



### On arrival at our office (continued):

- Payments for photography passes or other services can be made by cash or cheque in the searchroom. If possible please have the correct money with you. If you would like to pay by card, staff can send you a link to the payment portal. We do not have the facilities to take card payments in the office.

### Leaving the search room:

- During the lunch period between 12.00pm and 1.00pm all visitors must leave the building. Please be ready to break from your research at this time so that other visitors and staff are not left waiting.

### Facilities:

- There are fully accessible toilet facilities on-site.
- Please do not take any food or drink into the search room.
- Cafés and coffee shops are located nearby.

### Accessibility information:

- There may be background noise as we are located adjacent to Huddersfield Local Studies Library. Other researchers and staff may also speak amongst themselves.
- The main ceiling lights can be dimmed if required. Please ask a member of staff.
- When handling photographs you will be asked to wear nitrile gloves. For the handling of all other documents gloves are not required
- Some of our documents may be in poor condition due to previous storage conditions. If you suffer from allergies and are concerned that these may be exacerbated by handling items, please make staff aware when you arrive so that we can issue you with gloves or a dust mask.
- If you have any queries before your visit, please get in touch and we will be happy to help.