



Guidance for visiting WYAS Bradford



West Yorkshire Archive Service, Bradford
Margaret McMillan Tower,
Prince's Way, Bradford
BD1 1NN

Tel: 0113 535 3020

Email: Bradford@wyjs.org.uk

Web: www.wyjs.org.uk/archives

How to find us

The West Yorkshire Archive Service Bradford is located within Margaret McMillan Tower in Bradford City Centre. We share a space with the Local Studies Library. The entrance is on the side of the building.

By car

The closest council car park is the Sharpe Street car park. Details for local car parks can be found on Bradford Council's [Car Park information page](#). Disabled parking is available off Sharpe Street to the side of our building.

By train

We are a 5-10 minute walk from Bradford Interchange rail station, and a 15-20 minute walk from Bradford Foster Square rail station.

By Bus

We are a 5-10 minute walk from Bradford Interchange.

Journey planning

To plan your journey using public transport, visit the [WY Metro Journey Planner](#). Our postcode is BD1 1NN.



Before you visit

- All appointments must be booked at least a week in advance. Please contact us to make an appointment. Please provide us with contact details when you make an appointment in case we need to reach you at short notice, e.g. in case the office must close due to unforeseen circumstances.
- Please do not make travel arrangements without having received confirmation of your booking.
- Appointments for the Bradford office are available on Mondays, Tuesdays and Thursdays, 09.45am-4.30pm. We are closed 12-1pm for lunch.
- Documents should ideally be requested at least one week in advance of your planned visit. More notice may be required for documents which are held in our outstore. Staff will be able to advise you on how to access catalogues if you are unsure of the document reference numbers you need.
- It may not be possible to retrieve all of the items you request for one appointment. Depending on the nature and size of the collections, the space available in the search room, and staff availability, we may need to limit the number of documents you can request. Staff will advise you at the time of booking whether any document restrictions apply.
- Please notify us in advance, where possible, if you are delayed or unable to visit.
- If you intend to bring another person with you, or visit with a group, please notify us in advance so we can make sure enough space is allocated to you.
- The site is wheelchair accessible but if you have any queries regarding physical access to the building please get in touch on the telephone/email address above prior to your visit.



What to expect when you arrive:

- Bradford shares a space with the Local Studies library, when you visit you will come in to the library then through to the archive searchroom.
- 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 Regulations (user guide 15).
- When you come into the searchroom there are some free lockers – please put your belongings, including any bags, coats, and drinks into the lockers. You can keep out the things you are working with – e.g. laptop, notepad, pencils etc.
- You will be allocated a desk space and given an introduction to the searchroom if you have not visited our office before.
- The archives you requested will be out ready for you. Some items may be ready on your desk, others may be on a trolley next to your desk. As space is limited we may keep some items behind the reception desk. Please ask a member of staff when you are ready for your next item and we will swap it for you.
- For more information please refer to the Search Room Guidelines (user guide 15).
- 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)).

Facilities

- There are fully accessible toilet facilities on-site.
- Please do not take any food or drink into the search room.
- Café's and coffee shops are located nearby.
- Payments for photography passes or other services can be made by cash or cheque in the searchroom. 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.



Sensory information

- The site can be quite noisy as we are based in a public library. Other researchers and staff may also speak amongst themselves. The office is next to a main road which heavy traffic travels along all day.
- The main ceiling lights are set and unfortunately cannot be dimmed.
- When handling photographs you will be asked to wear nitrile gloves. For the handling of all other documents gloves are not required.
- If you have any queries before your visit please get in touch and we will be happy to help.