



## Guidance for visiting WYAS Leeds



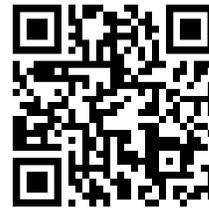
### West Yorkshire Archive Service, Leeds

Nepshaw Lane South,  
Morley, Leeds, LS27 7JQ.

Tel: 0113 535 0155

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

Web: [www.wyjs.org.uk/archives](http://www.wyjs.org.uk/archives)



### How to find us:

The West Yorkshire Archive Service is located within the West Yorkshire Joint Services building. The signposts for the building show 'West Yorkshire Joint Services' and 'West Yorkshire Business Hive'.

### By car

We are located within the West Yorkshire Joint Services offices on the A650 Bradford-Wakefield road between the Toby Carvery (formerly the Angel public house) situated at the Bruntcliffe traffic lights and the M62 Junction 27 interchange with the A62 Leeds-Huddersfield road and the A650 Bradford-Wakefield road. The Joint Services offices are on the north side of the A650, just before/after it crosses the M621. There is limited free parking available for visitors to Leeds Archives.

### By train

We are approximately 2.5km from Morley Railway Station.

### By Bus

From Leeds City Centre - bus no. 219 to Gildersome Green; bus no. 299 to Gildersome Crossroads or bus no. 51 to Morley; bus no. 220 from Leeds Train Station to Bruntcliffe Academy. We are 2.7km from Morley Town Hall.

### Journey planning

To plan your journey using public transport, visit [Metro Journey Planner](#). Our postcode is LS27 7JQ, just select 'West Yorkshire Trading Standards' from the drop-down list of options.



## 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 at late notice.
- Please do not make travel arrangements without having received confirmation of your booking.
- Appointments for the Leeds office are available on Tuesdays and Wednesdays from 9.30am to 4pm.
- You must order your documents at least one week in advance of your planned visit. 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.
- There are up to six visitor spaces available in our search room although we may have to reduce visitor numbers if large maps/plans are being viewed.
- Please only book for one person where possible; if you intend to bring a visitor with you please notify us in advance, as this will reduce the number of visitor spaces available to other users.
- The site is fully 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:

- Visitor parking is available at the front of our building. If the car park is full there is on-street parking available nearby.
- The Archives is based in a shared building with other services provided by West Yorkshire Joint Services. There are often lorries and trucks around the site so please take care when entering the car park and walking around the site.
- You will be asked to sign the visitor's book, for fire regulations, at the main West Yorkshire Joint Services reception desk. You will be directed to the search room where you will be asked to sign in again. By signing in to our search room you are agreeing to adhere to our Search Room Regulations (user guide 15).
- On your way to the Search Room you will pass some free lockers – please put your belongings, including any bags, coats, and drinks into the lockers.
- You will be allocated a desk space and given an introduction to the search room 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 on shelves 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.
- Snack machines and hot and cold drinks machines, which take cash and card payments, are located near the search room. Please do not take any food or drink into the search room.
- Cafés and coffee shops are located nearby.
- Payments for photography passes can be paid by cash, cheque or credit card.



- **Sensory information**
- The site can be quite noisy, especially near the Archive stores when articulated lorries are moving. Meetings take place in neighbouring rooms and can also cause some background noise.
- The main ceiling lights are set and unfortunately cannot be dimmed.
- When handling photographs you will be asked to wear cotton gloves. For the handling of all other documents gloves are not required.
- A visitor badge may be issued at the main West Yorkshire Joint Services desk. This could be in the form of a lanyard or a sticker worn on your top.
- If you have any queries before your visit please get in touch and we will be happy to help.