

DEVON HERITAGE SERVICES

We regret to announce that because of a large reduction in our budget which has led to the restructuring of the service and the loss of several members of staff, a number of aspects of the Devon Record Office's services will be changing as from Tuesday 1st November 2011.

OPENING HOURS AND DOCUMENT PRODUCTION

- ❖ The office will be open from 10 a.m. until 5 p.m., Monday to Friday. Saturday morning opening is under review but is continuing as planned until further notice.
- ❖ No original documents will be produced between 1 and 2 p.m.
- ❖ No original documents will be produced after 4 p.m.
- ❖ It will now be possible to pre-order documents for the following day. This can be done in person, by telephone (01392 384253) or by e-mail (devrec@devon.gov.uk).
- ❖ During busy periods, use of the Public Access Computers will be limited to two hours per person in the morning and two hours per person in the afternoon, and they will be switched off at 4.45 p.m.
- ❖ No searchers will be admitted to look at archival sources (original or microform) after 4.30 p.m.

COPYING CHARGES

- ❖ Self Service Copying from Microfiche or Microfilm: 50p per sheet
- ❖ Photocopies made by Staff:
 - ❖ Black and White A4: 50p
 - ❖ Black and White A3: 75p
 - ❖ Colour A4: £1.50
 - ❖ Colour A3: £2.00
- ❖ Print-outs from Public Access Computers: 10p per sheet
- ❖ Photography: £3 per day, £12 per week, £60 per year

If you have any queries or comments, please ask to speak to Renée Jackaman, Collections Development Manager.

Tim Wormleighton
Heritage Services Manager
October 2011