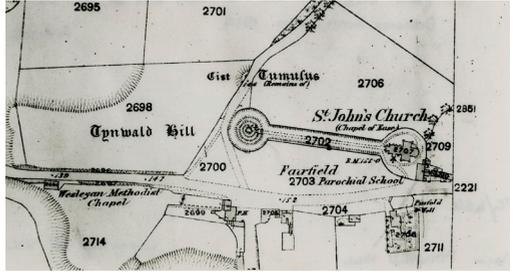




Library & Archives  
*New users*

[manxnationalheritage.im](http://manxnationalheritage.im)





# Welcome to the Library & Archives

Here you can access items from our extensive collections including books, pamphlets, newspapers, manuscripts, maps and plans, photographs and more.

This guide is designed as an introduction to our services and to help you make the most of your visit.

## Opening hours:

Wednesday - Saturday, 10am - 5pm

We are closed on Bank Holidays, between Christmas and New Year, and during the last week in January (for our annual closure week).

## How to contact us:

Address: Manx Museum, Kingswood Grove, Douglas, Isle of Man, IM1 3LY

Email: [library@mnh.im](mailto:library@mnh.im)

Telephone: +44 (0) 1624 648047

Website: [www.manxnationalheritage.im/collections/library-and-archives](http://www.manxnationalheritage.im/collections/library-and-archives)

Visit iMuseum to search some of our collections: [www.imuseum.im](http://www.imuseum.im)

## Access and location guide:

[www.manxnationalheritage.im/visit/getting-about/accessibility-information](http://www.manxnationalheritage.im/visit/getting-about/accessibility-information)

## Accommodation:

[www.visitisleofman.com](http://www.visitisleofman.com)

# What we ask from you when using our service

## General Rules:

- Food or drink is not allowed.
- Store bags in the lockers provided.
- Use pencils (never pens) for making notes.
- Switch off or silence mobile phones.
- Keep conversation/noise to a minimum being mindful of other users.

## Using our collections and equipment:

- Items are available for consultation only - we are not a lending library.
- Handle all items with care, using cushions to support spines of volumes.
- Do not lean on or place anything on top of the items you are consulting.
- Keep records in their correct order and return as produced to you.
- Observe conditions of copyright.
- Photographing resources for personal research purposes is allowed.
- When using the public wifi do not access offensive or illegal material.

## Registration and signing-in:

- On your first visit we will ask you to fill out a Visitor Registration Form (you will need some proof of ID showing your address). We will then issue you with a membership card and number.
- Please sign in and out at the counter each time you visit.
- To learn more about the information we collect, your rights and how to contact our Data Protection Officer please see our Privacy Policy at **[www.manxnationalheritage.im](http://www.manxnationalheritage.im)** or you can obtain a copy from our Data Protection Officer at Manx National Heritage, Kingswood Grove, Douglas, Isle of Man, IM1 3LY.

# What we provide in the Reading Room

- Help and advice from staff on how to use and access printed stock and archives.
- Card indexes and finding aids to the collections.
- Free access to iMuseum including Newspapers & Publications.
- Free access to Findmypast.
- Free access to wifi and laptops for research purposes.

## Self-service access to:

- Frequently-used and new books and periodicals.
- Family history resources: burial indexes, monumental inscriptions, census indexes.
- Maps including Wood's Atlas and Ordnance Survey.
- Microform resources.
- Collection guides on topics to help you with your research (i.e. Family History, Tracing the History of Your House, etc.)

# How to access other items within our collections

Whilst a small selection of items is available in the Reading Room, the majority of our collections are stored and produced in the Reading Room on request.

## Searching for items within our collections:

- Visit **[www.imuseum.im](http://www.imuseum.im)** and search using the 'Library', 'Archives' and 'People' tabs.
- Not all of our resources are searchable through iMuseum - please ask staff to search our in-house database as well.
- Various finding aids and card indexes are also available for a selection of resources.
- Some of our digitised content is available at **[www.FamilySearch.org/en](http://www.FamilySearch.org/en)**

## Requesting items from our collections:

- Fill out a request slip - available at the counter.
- Staff will then retrieve the item/s for you.
- Please allow for reasonable waiting times during busy periods.
- Resources may be requested in advance.

# Hints and tips to get the most out of your visit

- Staff are always happy to answer questions and give guidance on using our collections and facilities.
- You are welcome to use personal laptops, tablets, etc.
- Save digital data to a USB stick.
- Take digital images of resources using a camera or phone for personal use.
- We offer a limited photocopying service. Please speak to staff if you have any photocopying requests.
- You are welcome to contact us in advance of your visit regarding any specific requests or items you wish to view by emailing **[library@mnh.im](mailto:library@mnh.im)**
- Please bear in mind that due to routine library duties the team are unable to offer a research service.
- If you run out of time during your visit, or need extra research help, an option is to use the services of a local researcher: for contact details see **[www.manxnationalheritage.im/wp-content/uploads/2018/04/Contacts-Sheet-Library-and-Archive-Service-Digital.pdf](http://www.manxnationalheritage.im/wp-content/uploads/2018/04/Contacts-Sheet-Library-and-Archive-Service-Digital.pdf)**