

## Service Information – PROV Reading Room Conditions

The records available from PROV are unique and part of Victoria's cultural heritage. These conditions have been developed to ensure that all researchers have equity of access and that records are preserved and secure. Access to PROV records is subject to the following conditions:

1. Public records shall be made available for inspection subject to the restrictions and limitations imposed by the [Public Records Act 1973](#).
2. Researchers are responsible for the safekeeping of any record delivered to them.
3. Please don't lean on, write on, mark, fold anew, trace from or handle in any way likely to cause damage to any public record in the custody of PROV. Please refrain from moistening fingers to turn the pages of the files as this can cause permanent damage.
4. Researchers must keep the record and its constituent elements in the order in which it was delivered.
5. Researchers may bring the following into the Reading Room: pencils, a small amount of loose paper, a notebook, a laptop computer.
6. The following are prohibited in the Reading Room: pens, folders, plastic sleeves, bags, clipboards, containers of all kinds, food, drink.
7. Smoking is not allowed in the Reading Room.
8. The use of mobile phones is prohibited in the Reading Room. Please leave your mobile phone switched off in your locker, or if you take it into the reading room please switch it off.
9. Copies of public records that are open to public use may be provided on application and on payment of a fee.
10. Digital cameras are permitted in the Reading Room for the purpose of photographing PROV records. Permission must be granted before digital copies can be made.
11. Permission from the Keeper in writing must first be obtained before any copy of a public record is published.
12. Any person whose conduct is disruptive may be excluded or removed from the Reading Room.