The Cottonian Research Room exists to promote the public use of The Box’s collections for research purposes. Access to The Box collection through the Cottonian Research Room requires that you comply with our Conditions of Use.

All visitors to the Site (whether or not they wish to enter the Cottonian Room) are required to comply with the visitor regulations set out on our [Website](https://www.theboxplymouth.com/terms-and-conditions).

Thank you for your interest in the Box’s Collections, please complete this form in full and email it back to us at [collections@plymouth.gov.uk](mailto:collections@plymouth.gov.uk).

All visitors have to create an account with us in order to book their tickets in advance. If a visitor would like their details to be removed after 21 days, they would need to contact us directly and we will remove them from the system.

Covid Measures: We may need to share information with the NHS Test and Trace service if someone who has tested positive for COVID-19 lists The Box as a place they recently visited. If you do not want your contact details passed on to the NHS Test and Trace service, you can opt out by contacting us. However your contact details will still be required for booking into the Box itself.

Your Personal Details:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name:** | Prefix: |  | Surname |  | Forename |  |
| **Email:** | Personal: |  | | | | |
|  | Professional: |  | | | | |
| **Telephone:** | Mobile: |  | | Home: |  | |
| **Address:** |  | | | | | |
|  |  | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Would you prefer we contact you via:** | Email: |  | Post: |  |
| **Would you like to receive information about:** | | | | |
| *The Box Events and Exhibitions:* | Yes: |  | No: |  |
| *Volunteering Opportunities:* | Yes: |  | No: |  |
| *Learning Programmes:* | Yes: |  | No: |  |
| *Cottonian Research Room:* | Yes: |  | No: |  |

|  |  |
| --- | --- |
| **Are there any access requirements we can help you with?** |  |
| **Are there any dates or times you would prefer?** *Our appointments are Tuesday – Saturday 13:30 – 16:30.* |  |
| **Are there any dates you cannot do?** |  |

Collection Information:

|  |  |
| --- | --- |
| **Which Collection items would you like to see? Please quote the catalogue number and title or very brief description.**  *(There is a limit of five items at any one time)* |  |
| **What is the purpose of your research?**  *(Family history, academic research, just curious?)* |  |
| **Will you require a device to access the internet?**  *We have pre-bookable laptops available if you do not have access to your own laptop/tablet* |  |

Please tick to confirm that you have read, understand and accept our:

|  |  |
| --- | --- |
| **Conditions of Use: (Including Covid-19 Information)** |  |
| **Privacy Policy:** |  |
| **Guidelines for Handling Collections:** |  |

Thank you for completing this form, we will be in touch to confirm your booking. We are looking forward to welcoming you to the Cottonian Research Room.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Requirement for Staff: | | | |  | Date(s): |
| Booking Date Requested? | Yes |  | No |  |  |
| Booking Date Confirmation Given? | Yes |  | No |  | [If different] |
| ID Confirmed? | Yes |  | No |  |  |