



Visiting the Archives

COVID-19 UPDATE:

Due to the current lockdown, the GPI is closed until further notice.

Researchers already booked to visit will be contacted throughout the duration of the lockdown period on a rolling basis and appointments postponed or cancelled. NB: We will not be taking any new bookings until the lockdown has ended and restrictions on our ability to open have been lifted.

FOLLOWING THE RE-OPENING OF THE GPI TO THE PUBLIC:

Booking appointments:

Research visits are by prior appointment only, subject to availability. Please make your appointment as soon as possible and at least 2 weeks in advance. To book an appointment, please email us using the following address: info@georgepadmoreinstitute.org

Our staff will be working on a rota to enable social distancing. Because of this, we cannot guarantee appointments 5 days a week. If you are unable to visit the office on a specific day, please discuss this when making your appointment. We can only have one researcher at a time within the GPI. We are continuing with our enquiry service and our email is being monitored daily, so please

contact us on info@georgepadmoreinstitute.org to discuss your research interests.

You will be required to wear a face covering when entering the GPI and throughout your visit. Risk mitigation is essential at certain points in the GPI building where social distancing at 2m is not viable. If you cannot wear a face covering, please tell us when you book your appointment. If you would rather discuss this by phone, please send us an email to this effect and we can arrange a conversation with you.

Order your documents in advance:

You must pre-order all documents that you wish to view. Documents must be ordered a minimum of 1 week in advance of your appointment. The earlier you can tell us, the better. We need to quarantine all materials for 72hrs before and after each research appointment, so we must plan ahead to ensure that your documents will be available. If any of the items you have requested are not available, we will endeavour to let you know prior to your visit.

Contact details:

We require full contact details from you when booking your appointment. This is to avoid completing any hard copy reader registration forms, use of signing-in books, handling ID, etc. Also, in line with NHS Track and Trace guidelines, we may be asked to provide the contact details of anyone who has been in the building at a specific time. All data will be held securely and will be destroyed when no longer required.

The day of your visit:

Please do not travel to the GPI if you or any members of your household or workplace are feeling unwell or are displaying symptoms of COVID-19. Visitors exhibiting symptoms of illness will be asked to leave.

Wash your hands thoroughly before you travel.

Please use your own personal hand sanitiser when you reach the GPI building, especially if you have been on public transport or in communal areas prior to arrival. Make sure you are wearing a face covering before entering the building.

Please ring the GPI entry phone when you arrive, and staff will come down and let you in. Always maintain social distancing at the entrance. If the front door is open, remain outside until you are told to enter.

Social distancing:

For those of you unfamiliar with the GPI, we occupy a very small building, and this is challenging when it comes to social distancing. Please ensure you wear your face covering at all times and maintain a social distance of 2m wherever possible.

No food or drink is allowed in the search room. Phones should be switched to silent. You will not be allowed to remove your face covering to carry out a phone conversation whilst you are in the building.

Hygiene measures:

The health and safety of our visitors and staff is our top priority. Small buildings also increase the likelihood of touching communal surfaces, so we must all follow and maintain stringent hygiene measures. We have cleaning, handwashing and hygiene procedures in place. Please wash your hands thoroughly in the bathroom after arrival and before entering the search room.

In the search room, you will find your documents on the desk. We will avoid handing you materials. Leave the documents on the desk when you have finished. Please wash your hands before and after consulting any hard-copy catalogues. Please wash your hands before leaving the building.

All hard surfaces in the search room will be thoroughly cleaned daily and between research visits. Please limit your movement around the search room and building, avoid touching anything unnecessarily and follow social distancing guidelines. We will turn on the lights for you in advance and turn them off again. We will leave doors open for you. Do not touch light switches, door handles, window, or door frames.

What to bring with you:

Please bring as little as possible in the way of bags, coats, etc. We do not have any lockers. Please bring any equipment, pencils, sharpeners etc you may need. If you need headphones, please bring your own.

We recommend readers bring their own phone/camera if they need to make copies of collection material. Photocopying and scanning services are not available at present.

Please keep updated via our website, and follow us on social media.

Facebook: George Padmore Institute

Twitter: twitter.com/GPI_archive

Instagram: [instagram.com/georgepadmoreinstitute](https://www.instagram.com/georgepadmoreinstitute)

We hope you remain in good health and we look forward to welcoming you again to the GPI.

George Padmore Institute
February 2021