**RECORD OFFICE FOR LEICESTERSHIRE, LEICESTER & RUTLAND**

**SEARCHROOM BOOKING QUERY**

Title: Click or tap here to enter text.

Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Postcode: Click or tap here to enter text.

Telephone: Click or tap here to enter text. Email: Click or tap here to enter text.

Our opening hours are Tuesday, Wednesday and Thursday 9.30-12.00 and 13.30-16.00. You may book for up to 2 sessions per week, either on the same day or different days. Bookings can be made for up to 2 weeks in advance, giving at least 2 working days’ notice, and are subject to confirmation.

Preferred date(s) and session(s) – am/pm: Click or tap here to enter text.

Alternative date(s) and session(s) – am/pm: Click or tap here to enter text.

Searchroom required: SR1 (Online, microform and searchroom resources)

or SR2 (Original documents and books from the strongrooms)

**(Please leave blank if you are unsure and we will advise you)**

**Material requested – please list in priority order with references where known (maximum 6 items):**

Click or tap here to enter text.

Any special requirements: Click or tap here to enter text.

**Please ensure that you have read our Booking Procedures**. Under latest government guidance it is compulsory to wear face coverings in libraries and public reading rooms unless you have an exemption. For the safety of everyone, we have been advised to seat people who will not be wearing face coverings at certain tables only, so if one of these is not free this may delay your visit.

Do you intend to wear a face covering when you visit? Yes  No

Are you happy for your details to be used for Track and Trace? Yes  No

Completed forms should be emailed to [recordoffice@leics.gov.uk](mailto:recordoffice@leics.gov.uk).

**Staff use only** Date received: Click or tap here to enter text. Phone  Email

Confirmed date(s)/session(s): Click or tap here to enter text. Colour: Staff Initials:

ID seen: Click or tap here to enter text. FC exemption: Yes  No