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ARCHIVES

# ACCESSIBILITY AT THE LONDON ARCHIVES

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# Introduction

The London Archives is for everyone. If you have accessibility needs, we want to welcome you to the archives and help you to get the most out of your visit. All of this information is available on our website, but if you wish, you can download this document to have with you when you visit.

## Our contact information

- Our physical address is: 40 Northampton Road, London, EC1R 0HB
- Our phone number is: 020 7332 3820 (Monday to Thursday, 10am to 11.30am, and 2pm to 3.30pm)
- Our email address is: [ask@tla.libanswers.com](mailto:ask@tla.libanswers.com)
- Our website address is: [www.thelondonarchives.org](http://www.thelondonarchives.org)

All our contact details can be found on our website at [www.thelondonarchives.org/contact-us](http://www.thelondonarchives.org/contact-us)

## Accessing the archives if you have mobility requirements

### Parking

There are parking bays available for blue/orange badge holders adjoining the building. Please contact us in advance to reserve a bay. A member of staff will meet you at a pre-arranged time and show you into the car park.

Please contact us in advance if you wish to reserve a parking bay -

### Public transport

Our nearest step-free underground stations are:

- Farringdon: Circle, Hammersmith and City, Metropolitan, Elizabeth and Thameslink lines
- King's Cross: Circle, Hammersmith and City, Metropolitan, Northern, Piccadilly, Victoria lines

Angel station, served by the Northern Line, is also nearby, but it is not step free.

### Getting into the building

The London Archives has a step-free entrance.

All of our research facilities are accessible by lift. Most powered wheelchairs can fit in the public lift, but we can easily use one of our larger lifts if necessary.

A detailed guide to getting around in the building is provided later in this document. The public areas include:

- ground floor: reception area
- mezzonine level: visitor lounge, including visitor lockers and water
- first floor: toilets, exhibition spaces, Huntley room, events, information area and archives study area

### Facilities

The public toilets are on the first floor next to the lift. There is a toilet accessible to wheelchair users, which also has an alarm cord. This toilet also includes baby-changing facilities.

The Visitor Lounge is accessible by lift. Lockers are available at suitable heights for wheelchair users.

## What to do in an emergency

There is a designated refuge for wheelchair users on the first floor - it is beyond a fire door and staff will guide you there. Please do not use the lift in an emergency unless instructed to by the Fire Brigade. Designated staff will supervise the evacuation of the building.

## Assistance dogs

Assistance dogs are welcome at The London Archives.

Where possible, please have with you the relevant identification book from Assistance Dogs UK (ADUK), Assistance Dogs International (ADI) or the International Guide Dog Federation (IGDF). Assistance dogs should ideally wear the appropriate tabard or harness.

We can supply bowls of drinking water if needed. There is a public park directly across the street from our building.

If you have any questions about visiting with your assistance dog, please contact us.

## Deaf and hard of hearing researchers

There is an induction loop for hearing aid users on the first floor. Please ask The London Archives team if you need help connecting to it.

There are audible fire alarms throughout the building and fire exits are marked with a flashing red alarm light.

## Accessing items from the archives

You will need to obtain a History Card to use original documents during your visit. If you need to bring an assistant with you to The London Archives, your assistant will also require a History Card if they want to request original documents.

We are aware that life can be unpredictable. If you have ordered documents but then discover you are unable to visit, please let us know.

A History card can be applied for on our website: [www.thelondonarchives.org/history-card](http://www.thelondonarchives.org/history-card)

## Getting around in The London Archives building

We welcome everyone who wants to use our collections, attend events or visit an exhibition and want all our visitors to feel comfortable and included.

This detailed guide takes you through our building describing the surroundings at every point and highlighting the aspects which may impact accessibility

## Key points

- Step-free access throughout (via lift)

- Disabled parking
- Induction loops
- Accessible toilet

## Arrival

The London Archives building is located on Northampton Road which is wide but quiet. It faces the Spa Fields Park. The building next-door is a bar called Bourne and Hollingsworth.

There are banners over the archive entrance which can be seen as you approach the building.

## Entrance

The entrance to the building, is slightly recessed. It is power-assisted and can be operated by a push-button to the right of the door. The button is easily accessible by someone using a wheelchair.

The door is 80cms wide and opens outwards. There is no step.

Immediately inside our entrance area is an upholstered chair. The lift is about two metres from the front door.

The Welcome Point desk is straight-ahead. There are three wide steps, with handrails on both sides, between front door and the desk.

A member of our team is seated behind the desk, ready to help and answer questions. There is a hearing induction loop at the reception desk. You do not need to walk up the steps. If needed our team member will come to you to greet you.

You will be asked to sign a register of visitors, and if you are a new visitor, you will be briefed about leaving coats and bags in our lockers which are in the Visitor Lounge on the Mezzanine level.

## Going Up to the Mezzanine floor

### By Lift

There is step-free access to the lift from the entrance to the archive.

The lift has a door width of 75cms. The lift call button is to the left of the doors.

Once inside the lift, control buttons are at waist height on the right in the direction of entry. There is sufficient space for most wheelchairs and one additional person. The dimensions of the lift car are 110cms wide by 135cms deep.

To reach the Visitor Lounge press Button “M” (for Mezzanine). Most of our visitors will need to call here to deposit their coats and bags.

### By Stairs

The Mezzanine can also be reached by 18 steps. There are handrails on both sides of the steps.

## Mezzanine Floor: Visitor Lounge

The Visitor Lounge houses our lockers and provides a place to take a break, eat and drink. It is a fairly large room and contains:

- A bank of lockers
- Two upholstered chairs with curved backs
- A drinking fountain with disposable paper cups available
- Small, movable tables, chairs, stools and bar tables. These are for visitors who have brought packed lunches or snacks or who have notes to write up.

To reach the stairs, continue past the reception desk and turn right. At the top of the stairs is an unassisted door which opens towards you and is of medium weight.

Vacant lockers will have a key hanging from the door and are free to use. The locker size is 50cms by 22cms, similar to airline carry-on bags. Some are near to floor level and some at chest height. Please speak to our staff about any larger items or if you need help to access the lockers.

If you want to use our Archive Study Area (ASA) to consult original documents, there are clear carrier bags available for you to use to carry your permitted, essential items (pencil, notebook, laptop or device, camera). No food or drink is allowed to be brought into the ASA.

## Going Up to the First Floor

The first floor houses our exhibitions, the Huntley Room events space, Information Area, the Mediatheque, the library and the Archive Study Area. The toilets are also on the first floor.

### By Lift

Return to the lift and press the button marked '1' for the first floor

### By Stairs

From the mezzanine floor to the first floor, there are 16 stairs. The stairway has two landings, and there are handrails on both sides. At the top of these stairs, there is one, unassisted door which opens outwards at the top.

## First Floor

The first floor includes the Exhibition Area, Archives Study Area, Information Area, Huntley Room and Toilets (Including Accessible Toilet)

### Exhibition area

Exhibitions are held in the area where you enter the floor (from the lift or stairs) and in the Information Area. The exhibitions are always available to visit while the building is open.

The exhibitions contain items from the archive on a particular theme or to do with a particular anniversary.

Our exhibitions usually feature a presentation of images and texts. Archive items of all different sizes will be displayed with descriptions and explanatory notes. These might be positioned close together in display cases or at various wall display heights. Lighting levels are usually low to protect the archive items from damage.

A large print edition of the exhibition guide, which includes captions, is available to use in the exhibition space. Please contact us find out more about audio captioning, and subtitling within individual exhibitions, or any other details.

The main exhibition space is not large and if a school party or other group is visiting the exhibition it might feel crowded. It is also not a quiet space, and visitors are encouraged to talk and discuss the displays.

Where possible, seating is made available in the main exhibition space. If you need to take a break from the exhibition, further seating is available nearby in the Information Area.

## Toilet facilities

Beside the exhibition space and to the left as you exit the lift are the toilets. A door (opening away from you, width 80cms, no power assistance but not heavy), leads to a small lobby and further doors for:

Male toilets (left)

Female toilets (right)

A non-gender specific accessible toilet (straight ahead)

The accessible toilet has a door width of 75cms. The door opens outward and is not power assisted. Within the cubicle, the effective manoeuvring space is 120 by 110cms. There is a right-hand toilet transfer, grab rails and emergency cord.

The accessible toilet includes baby-changing facilities.

## The Huntley Room: Events, Classes and Meetings

Most of our events, classes and meetings are held in The Huntley Room. You can reach it via a short corridor from the Exhibitions Space.

The Huntley Room is accessed by a doorway which is 80cms wide. If needed the door can be opened up further to a width of 130cms. The door, which opens towards you, is usually propped open shortly before the start of events.

The room is bright and spacious and has chairs and tables which can all be moved.

The room is carpeted. There are overhead strip lights and spotlights and natural light through the large windows. Sometimes however the room will be darkened for slides or films etc.

## Information Area

The Information Area is separated from the Exhibition Area by large glass walls.

There is a manual door to enter the Information Area which is set in an open position during the day.

An information desk is straight-ahead as you enter the room and members of The London Archives team are here to answer questions about the library, our online and family history resources or about the use of the archive collections and library.

History Cards are issued and renewed at this desk. You can register for a history card in advance or complete your application on the computers here. You will need two forms of forms of ID to complete your registration.

You can apply for a History Card at [www.thelondonarchives.org/history-card](http://www.thelondonarchives.org/history-card)

There is an induction loop facility at this desk.

The left-hand side of the room has numerous computer terminals and the right-hand side is where our reference library is situated on open-access shelves. There is a soft seating area available beside the library. This is a quiet space.

## Mediatheque

This is accessed through the Information Area and is where you can explore our maps, film, audio and graphics collection and discover resources to support these collections. You can find out more on our [mediatheque page](#).

## Archive Study Area

The Archive Study Area is where original documents can be viewed and used for research.

It is accessed through the Information Area. The door to enter the Archive Study Area is 160cm wide. It opens by pushing a green, automatic door release button.

As you enter this area there is a desk marked 'Collections' ahead, slightly to the right. This is where you can collect any archive documents you have requested to see. It has a hearing loop facility.

This area is very bright with a large window area and generous gangways. Although generally very quiet it has the feel of a large public office space with hard flooring.

The tables are not adjustable but staff can assist with various foam book rests and supports to create a workspace suitable for most people. There are a variety of chairs available, some are rigid, and some are adjustable and swivel.

## Leaving The London Archives

When you have finished your work, or need a break from your research, please return any documents or research aids you have used.

If you are planning on coming back soon and would like to use the documents again, please discuss this with Archive Study Area team, they may be able to hold the documents for you until your next visit.

If you are leaving the archives for the day, please do not forget to take everything out of your locker.

## Things to do in the Surrounding Area

We are lucky in that Clerkenwell offers a great variety of cafes and other refreshment options in the vicinity of the archive. Our [guide to enjoying our local area](#) - describes the many options that you can explore.

If you have particular access or dietary requirements, please speak to our team. We know our local area well and will be able to suggest options which should meet your needs.

Our team will always try their best to help you during your visit and will be glad of your suggestions for improvements. We hope that you enjoy your visit.