



COVID-19 Research Room Access Procedures

- The Guinness Archive Research Room is open by appointment only. However, where possible, staff of the Guinness Archive will assist with a query remotely.
- To request an appointment, please email Guinness.archives@diageo.com
- Appointments must be made at least one week in advance.
- Only one appointment session is available each day, 09.30-13.00.
- A researcher may request appointments on consecutive days.
- Only one researcher or one family history group (a maximum of 6 people from 2 different households) are allowed in the Research Room per session.
- The researcher must pre-order the material they wish to consult. The researcher can identify the material they wish to view by consulting the Guinness Archive's [online catalogue](#) or through consultation with the Guinness Archivist. The researcher cannot order additional material on the day of their appointment.
- A copy of the Guinness Archive COVID-19 Research Room Regulations and a COVID-19 Self-Declaration form will be emailed to the researcher. The researcher must return by email the completed COVID-19 Self-Declaration Form, and also by return of email, declare that they agree to abide by the procedures outlined in the Guinness Archive COVID-19 Research Room Regulations. Once these have been received by the Guinness Archive, the researcher will then receive an email confirming their appointment in the Guinness Archive.
- Under government guidelines, researchers must wear a face mask at all times in the Guinness Archive Research Room and in the Guinness Storehouse. Researchers must bring their own masks. The Guinness Archive will not provide face masks to researchers. Researchers who fail to wear a mask will not be granted access to the Research Room, or those who persist in removing a mask once in the Research Room will be asked to leave.
- Researchers will not be allowed to wear gloves when handling archival material.

- All researchers must wash their hands thoroughly before entering the Guinness Archive Research Room.
- To prevent the spread of COVID-19, all researchers must practice good hand hygiene, respiratory etiquette and physical distancing.
- Windows in the Guinness Archive Research Room will be open to ventilate the room while in use. Researchers are requested to dress appropriately.
- After consultation, material from the Guinness Archive will be quarantined for a period of 72 hours.
- Researchers may request photocopies or scans of material they are consulting. If granted by the Guinness Archivist, requests for photocopies or scans will not be processed until the documents have been quarantined for a period of 72 hours.