

Guidance for visiting WYAS Calderdale



Contact Details

Address:

WYAS Calderdale
Central Library and Archives
Square Road
Halifax
HX1 1QG

Please find our location on Google Maps by scanning the QR code below:



Telephone: +44 (0)113 535 3050

Email: calderdale@wyjs.org.uk

Opening Times

Monday: Closed
Tuesday: 10am – 4.30pm
Wednesday: Closed
Thursday: **10am – 4.30pm**
Friday: 10am – 4.30pm
Saturday: Closed
Sunday: Closed

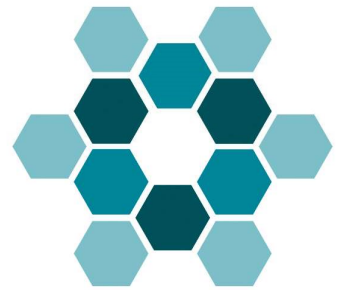
Travel Options

Car Parking

Parking is available across Halifax Town Centre, including Eureka! car park on Discovery Road and Woolshops car park on Charles Street.

Train

We are approximately 300 metres from the Halifax Railway Station.



Bus

We are approximately 500 metres from the Halifax Bus Station.

Before you visit:

- All appointments must be booked at least a week in advance. Please contact us to make an appointment and provide us with contact details in case we need to reach you at short notice.
- Please do not travel to our building without having received confirmation of your booking.
- You must order your documents at least one week in advance of your planned visit. Staff will be able to advise you on how to access catalogues if you are unsure of the document reference numbers you need.
- It may not be possible to retrieve all of the items you request for one appointment. Depending on the nature and size of the collections, the space available in the search room, and staff availability we may need to limit the number of documents you can request. Staff will advise you, at the time of booking, whether any document restrictions apply
- Please notify us in advance, where possible, if you are delayed or unable to visit.
- Please only book for one person where possible; if you intend to bring a visitor with you please notify us in advance, as this will reduce the number of visitor spaces available to other users.
- The site is fully wheelchair accessible but if you have any queries regarding physical access to the building please get in touch prior to your visit.

What to expect when you arrive:

- You will be asked to sign in to our search room. By signing in to our search room you are agreeing to adhere to our Search Room Regulations ([user guide 15](#)).
- Just outside the search room are some lockers– please put your belongings, including any bags, coats, and drinks into the lockers. Lockers are coin operated (£1 refundable).
- You will be allocated a desk space and given an introduction to the search room if you have not visited our office before.



- The archives you requested will be out ready for you. Some items may be ready on your desk, others may be on a trolley next to your desk. As space is limited we may keep some items on shelves behind the reception desk. Please ask a member of staff when you are ready for your next item and we will swap it for you.
- You can take photographs of documents, using your own camera, for research purposes. No flash photography is permitted. You will be asked to complete a personal photography application (Request Form 1) and pay the relevant charge (see current Fees and Charges ([User Guide 5](#))).
- There are fully accessible toilet facilities on-site
- Some of our documents may be in poor condition due to previous storage conditions. If you suffer from allergies and are concerned that these may be triggered by handling items, please make staff aware so that we can issue you with gloves or a dust mask.
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Sensory information:

- The main ceiling lights are set and unfortunately cannot be dimmed.
- When handling photographs you will be asked to wear gloves which we will provide. For the handling of all other documents gloves are not required.

If you have any queries before your visit please get in touch and we will be happy to help.