

Access Guide for the Scottish Borders Archive



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This guide aims to accurately describe the facilities and services that we offer our visitors.

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Section 1 – Welcome

Scottish Borders Archive is in the historic town of Hawick, in the Scottish Borders. The Archive is home to over 800 years of documents and publications on every aspect of life for the Scottish Borders, including local government, textiles, sport, agriculture, schools, churches, societies and families.

We are also a ScotlandsPeople centre where customers can research their family history or benefit from genealogy consultations.

Please get in touch if you require any further information about specific access or would like advice on planning your visit. Contact details can be found on the first page of this document.

Section 2 – Accessibility at a Glance

Access



The entrance to the Archive is at street level. The public areas of the Archive are all on the ground floor and are fully accessible.

Accessible Toilets



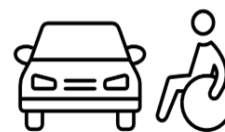
We have two accessible toilets on the ground floor with manual doors and emergency alarms.

Baby-changing facilities are available in Tower Mill Café, which is adjacent to the Archive.

Assistance Animals



Registered assistance animals may accompany their owner into the building.



Parking

There are several 'Blue Badge' permit holder parking spaces outside the Archive. There is also a free carpark at the Common Haugh, which is within a ten-minute walk of the Archive. See Page 7 for more information.

Section 3 - Getting to the Archive

Address

Heritage Hub

Kirkstile

Hawick

TD9 0AE

Travel by Public Transport

There are several bus services which operate in Hawick. The nearest stops to the Archive are either outside the travel agents on the High Street, or on Drumlanrig Bridge. These are approximately a two-minute walk from the Archive.

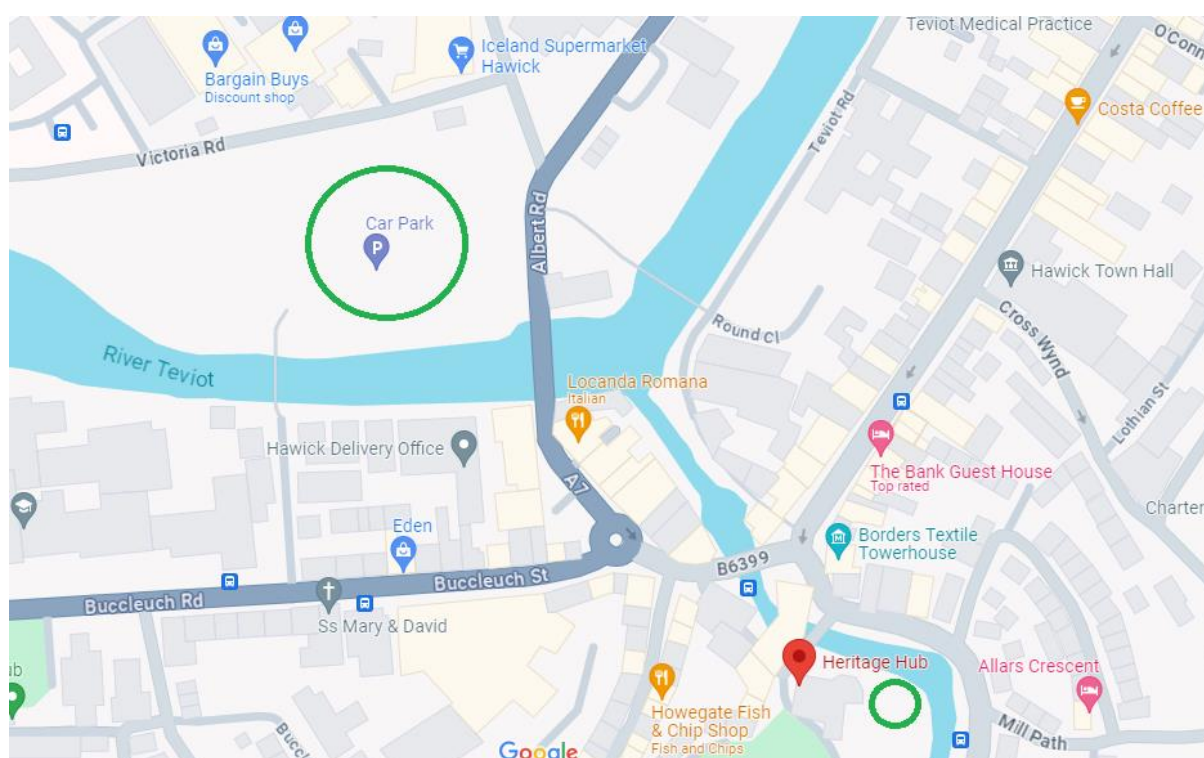
A taxi can bring you right to the front door. There are several taxi companies operating in the Hawick area.

Travel by Car

There is a free carpark within a ten-minute walk of the archive.

There are several parking spaces for 'Blue Badge' permit holders directly outside the archive.

Both are marked with a green circle on the map below.



Travel by Bicycle

If you're coming by bicycle there are two bike racks located in the carpark outside the Archive and there is limited storage available in the foyer upon request.

Section 4 – Arrival at the Archive



Directly outside the archive is a paved road and pathway leading to the entrance.

In the centre of the permit parking area there is a seating area with benches.





The main entrance to the building is 1590mm in width.

The doors can be opened manually or by pressing the touch pad outside or inside.





The floor inside the foyer has carpeted and tiled areas. There is a small seating area.



There are two accessible toilets situated in the foyer of the archive. They each have a manual door with a width of 860mm.

Section 5 – Using the Searchroom



Our Searchroom and welcome desk are accessible from the foyer via a set of wooden doors that are approximately 1220mm wide.

These will be straight ahead of you as you enter the building and can be opened manually or by pressing the touch pad on your right-hand side.





The welcome desk is to the left of the Searchroom entrance. Staff will be happy to assist you with your enquiries.



The Searchroom is open plan and fully accessible.



When you're ready to leave, the doors can be opened manually or by pressing the exit button on the wall to the left of the doors.

We hope you enjoy your visit!

Section 6 - Emergency Evacuation Procedures

In the event of an emergency evacuation, all visitors must follow the signage to their nearest fire exit. This will most likely be the main entrance but if this is blocked staff will guide you to an alternative exit.

Visitors should gather at the seating area in the disabled parking area, where staff will be on hand to advise regarding next steps.

