



Changes to our Search Room service

From Tuesday 6 February 2018, our vertical aerial photography of Scotland will be held alongside the 95% of NCAP records already stored off-site. For all visitors to our Search Room this will necessitate some changes to our service.

In summary:

- Search room access will remain free of charge, we will however ask visitors to provide us with a minimum of 15 working days notice for appointments
- Before their allotted appointment, all search room visitors must identify the images they wish to consult in order we may recall them from remote storage
- A charged-for search room service, for quicker access to records will be launched at this time
- For visitors that do not wish to buy a subscription, access to the NCAP website will continue to be available without the need for an appointment, via the HES search room, 16 Bernard Terrace, Edinburgh, EH8 9NX.

- You can now search our full catalogue for Scotland on our website
- Personal-use website subscriptions run for 12 months for £40 plus VAT
- Commercial-use website subscriptions will be available for 1 month, 6 months or 12 months duration

In detail:

From February 2018, the procedure to consult the NCAP aerial imagery of Scotland will be:

1. **Search at home/office with a subscription** – carry out your search online (all of our catalogue for Scotland is now on our website), download the Print-box Barcode List from our website, and submit your Record Request Form when you make an appointment to view the selected photographs, or
2. **Search in the HES search room** – visit John Sinclair House to carry out your search, and then submit your Record Request Form when you make an appointment to visit to view your selected records.

It will continue to be free to visit NCAP to view aerial photography. An appointment is necessary to guarantee a workstation and the availability of expert staff, and to allow us to recall the boxes you want to see from off-site storage in advance of your visit. Please use our appointment booking form (http://ncap-sales.rcahms.gov.uk/shop/image_sales/tara_book_search_room_visit.php) to request an appointment.

All of our records will be held off-site and cannot be retrieved for drop-in visits. You must provide a list of the aerial photographs you wish to view at least 15 working days prior to your appointment.

All of our catalogued finding aids for Scotland are available to view the NCAP website. These allow you to identify the references of the photographs you wish to view, and to carry out searches in your home or office. Using a NCAP website subscription you can identify aerial photographs covering your area of interest and request these for viewing on an agreed appointment date.

The barcodes of the boxes in which these photographs are contained can be found in the **Barcode List**, available to download from our website (http://ncap.org.uk/sites/default/files/NCAP_A_B_C_OS_BARCODES.xlsx). These barcodes allow you to identify the specific boxes you want us to recall from storage in advance of your visit.

The **Record Request Form**, available to download from our website (http://ncap.org.uk/sites/default/files/Retrieval_Request_Form_web.pdf), should be used to provide your list of images and corresponding box barcodes at least 15 working days prior to your appointment, to ensure we have time to recall the photography from storage. The notice period is 10 working days for Premium Access customers.

For conservation reasons, if surrogate or digital copies of specific images are already available, original records will not be provided for viewing (as standard). NCAP will provide up to 9 boxes of prints per visit; more imagery will require an additional appointment. We cannot guarantee that everything you request will be available.

Should you choose not to buy a subscription to use our online finding aids, free access to the NCAP website is available in the HES public search room at John Sinclair House, 16 Bernard Terrace, Edinburgh, EH8 9NX.