

Supply of Copies of Electoral Register to The British Library

Legislative Framework

All councils are obliged to supply copies of the full electoral register in force from 1 December 2017 when it becomes available. The Representation of the People (England and Wales) (Amendment) Regulations 2006 (SI 2006/752) and Representation of the People (Scotland) (Amendment) Regulations 2006 (SI 2006/834) lay a duty on all councils to supply **one printed and one data copy** of the full version of the electoral register to The British Library together with one copy of the list of overseas electors each year. The legislation for Northern Ireland states that one printed copy of the full register should be supplied.

Supply of Paper Copy

PLEASE NOTE – Notwithstanding our new project to make use of the data copy of the electoral register (see below), you are definitely still required to send the paper copy as well!

Packing and Delivery: Please send the paper copy securely, i.e. by registered post or by courier, to:

Electoral Register Receipt
Content & Metadata Processing South
The British Library
96 Euston Road
LONDON
NW1 2DB

Please make sure parcels are securely wrapped and appropriate cardboard boxes are used where possible, in order to protect the registers (brown envelopes have a tendency to split in the post).

Double-sided printing: It is acceptable to supply the registers printed double-sided. However, please ensure that the first page of each polling district is printed on the front not the back of the sheet.

Stapling: Please staple the pages for each polling district together (one staple, top left corner).

Sorting into Constituencies: If possible within time constraints, polling districts should be sorted into constituencies, and organised alphabetically by ward initial within the constituency.

Street Indexes: Street indexes are an integral part of the register and one per constituency should be supplied.

Binding: Please do not bind the polling districts you supply to us together in any way. Such temporary bindings will be removed when we sort the polling districts into constituencies.

Supply of Data Copy

Voltage: Data copies should be sent via our secure emailing system Voltage. Please contact us by email (see below), and we will send you full instructions on use of the Voltage system (including details of how to register, and how to recover your password if you have forgotten it).

Format: * NEW FOR 2018 REGISTERS! – We now require standardised file formats *****

Starting with the revised December 2017 registers, The British Library will be allowing limited public access to data copies of electoral registers, by use of a specially designed application. This application will be accessible, under supervision, to readers visiting the library in person. Readers will be able to search data copies of registers by address, not by personal name, in much the same way as they consult the print registers, and will be allowed to make copies only by handwritten notes. We have taken detailed legal advice on all aspects of this new system, and the project is supported by the Cabinet Office, the Electoral Commission and the Association of Electoral Administrators.

In order to create this new system, we now need to receive your electronic files in a standardised format. We have worked with the four main electoral management software (EMS) providers to enable you to produce a standardised export for us. Your EMS supplier will provide you with instructions in due course, if they have not already done so:

- XSSL – have sent out instructions in their June 21st release notes
- Halarose – asks customers to consult Eros Help
- Idox - will send you the information with their end of canvass circular in late November
- Democracy Counts – have not changed instructions for their software

By working with your EMS provider, we have tried to make the process as simple and quick as possible for you. **All you need to do is bear in mind the following:**

1. **Please use the designated *British Library* export function in your electoral management software for creating the data copy of the electoral register which you will send to us.** If you do not know how to do this, please contact your EMS supplier.
2. **Please note that using the *British Library* export function in your electoral management software will result in TWO files being created – please send BOTH files to us.** One filename will end in “DATA” and one in “METADATA”, e.g. “E06000001-2017-FEB-15-DATA.CSV” and “E06000001-2017-FEB-15-METADATA.CSV”.

In-Year Updates

Please do not send any subsequent lists of amendments, including monthly updates.

Acknowledgement of receipt

We will acknowledge receipt of registers and query non-receipt by letter during January/February 2018.

For all enquiries, please contact us at: electoraldeposit2018@bl.uk .