

## Supply of Copies of Electoral Register to The British Library

This letter concerns the supply of electoral registers to The British Library. All councils are obliged to supply copies of the full electoral register in force from 1 December 2016 when it becomes available.

### Legislative Framework

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 Packing and Delivery

Please send securely, i.e. by registered post or by courier, to the following address:

Electoral Register Receipt  
Research Engagement  
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.

### Data copies

**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:** The British Library continues to request that data copies are supplied in a structured machine readable data format in a single file, such as “.csv”, “.xls”, “.xlsx”, or “.txt” formats. Please

do NOT send data in a PDF or Microsoft Word Document format, as we are unable to process these formats.

**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 2017.

For all enquiries, please contact us at: [electoraldeposit2017@bl.uk](mailto:electoraldeposit2017@bl.uk) .

Thank you.

Electoral Register Receipt  
British Library