

GUIDELINES FOR THE SUPPLY OF ELECTORAL REGISTERS TO THE BRITISH LIBRARY

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 you each year 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. 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 registered post or by courier to:
Electoral Register Receipt,
Social Sciences Collections and Research,
The British Library,
96 Euston Road,
LONDON,
NW1 2DB.

Please make sure parcels are securely wrapped (not simply in brown envelopes). If councils anticipate that there will some delay in providing the register for whatever reason, we would appreciate being informed when we can expect it by email electoralprinted@bl.uk.

Double-sided printing: It is acceptable to supply the registers printed double-sided. However, please ensure that the first page of each new 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 their 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 simply be removed when we sort the polling districts into constituencies.

In-Year Updates: 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 February 2012.

Supply of data copies:

Data copies should be sent via our secure emailing system Voltage.

If you registered with Voltage last year there will be no need to re-register provided the data is being sent from the same email address as last year.

Councils who registered last year and are using the same email address this year will need their Voltage password to access the system. If the password is lost you can use the Voltage password recovery system provided you remember the answer to the secret question. If you have forgotten both you will need to re-set the password again using the password recovery system. If the email address from which you will be sending the data is different from the one you used last year then you will need to re-register with Voltage.

All councils will receive by email in November from the British Library guidelines on Voltage use (voltage_notes_users_2012_v10.pdf) detailing:

- what Voltage is and why it is used
- step by step instructions of how to register (or re-register) with Voltage for those councils that need to
- how to send data (both for those already registered last year and for new users)
- useful tips on possible problems, including password recovery/re-set

All councils are asked to do the following:

In order that we can send you the user instructions in voltage_notes_users.pdf, please send an email to electoraldeposit2012@bl.uk from the address from which your data is being sent this year stating one of the following:

- you registered with Voltage last year
- you are registering with Voltage for the first time
- you need to re-register with Voltage as the email address from which your data is being sent is different from last year

File formats

Please do NOT send data in PDF or Word documents as we are unable to process these formats. Our preferred format would be a structured machine readable delimited data format in a single file such as .asf .dbf .txt .csv file formats. Please only use multiple Excel files as a very last resort. Please contact us if you have any queries regarding this.

Restrictions on access to data copies

The British Library is now developing a consolidated database of electoral data for use in reference enquiry work. We are very aware of the restrictions on access required for all electoral registers. The name searching function will be disabled on the database. Address search only will be available and all searches will be carried out by staff. The only information to be retrieved will be names of residents at a given address in a given year. This reflects the access level possible for the printed registers.

Contact us: If you have any queries regarding the deposit of electoral registers at the BL please contact: electoralprinted@bl.uk

Please include your phone number so that we can ring you back.

Gdrive/SPIS/electoralregisters/ingestcampaign2011/2012GuidelinesFINAL(2).doc
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