

## Reading Room Service

***We want to ensure that everyone can benefit from and access our unique collections, by providing a friendly, welcoming and efficient service to readers who visit in person or contact us remotely. Whilst we cannot undertake research for you, we will give you advice on using the catalogues and help you to find what you need. We will do our best to care for the collections to ensure that they are preserved in good condition so that they remain available for generations to come.***

**In return we ask that you:**

### **Adhere to our terms and conditions:**

- All visitors must sign in at Reading Room Reception and show ID or a reader's ticket.
- If you wish to order original library, archive or museum items from the basement, you will need to register fully.
- As a general rule, unprinted material less than thirty years old is not available for public inspection.
- Request slips must be completed for all items ordered from the strongrooms. If you require a large number of items these may need to be fetched up in batches or over several days.
- No items from the basement should leave the main Reading Room area.
- All materials must be returned to the Reading Room staff. They should not be left on tables.
- Photography is only permitted for certain items and permission should be sought from a member of staff. To take photos for research purposes only you must purchase a blue DIGITAL PHOTOGRAPHY PERMIT from staff and abide by copyright and data protection regulations. The use of tripods and all kinds of scanner is prohibited.
- Mobile phones may be taken into the Reading Room on condition that they are kept on silent. You are welcome to use a laptop or netbook to take notes.
- Unaccompanied and very young children are admitted at the discretion of the staff on duty. We welcome children and young people who wish to undertake research for school work and projects and do have a children's section which may be of interest.
- Please remember that we are a charity with a small staff and are not able to undertake research on your behalf.

### **Respect the unique and precious nature of our collections:**

- All cases and bags (including handbags) must be left in the lockers provided in Reading Room Reception. Coats and umbrellas should also be left in Reception (we don't want to risk damp items coming into the Reading Room).
- Some items (usually indicated on the catalogue) may require at least 48 hours notice to retrieve as they are too large/ heavy for staff to fetch them easily.
- Readers wishing to consult pre-1800 books in the original should book in advance and provide a letter from a supervisor / colleague stating their particular need to see these.
- Use pencil not pen for note-taking. Pens, paste, glue, ink, correction fluid, adhesive tape, highlighter pens, scissors and/or knives are not permitted in the Reading Room
- Please ask for advice about the use of weights and proper handling if you are unsure about anything.
- Copying can only be undertaken by SBT staff and volunteers and is at their discretion. Very large or fragile items, or those with seals may be deemed unsuitable for copying.
- Food and drink are not permitted in the Reading Room or catalogue room. Please use the James I Lounge for refreshment breaks.

### **Be considerate to other readers:**

- Please keep talking to a minimum as some readers may need silence in order to concentrate.
- Do not take up more space than is necessary at busy times - if there are items you have finished with, please return them to the member of staff on duty.

**Failure to observe any restrictions, or the causing of disturbance to other users of the Reading Room will result in your Reader's ticket being revoked.**