

Rules for readers in the Library

Access

- The Library is open to the public for reference and research. Opening hours are Monday to Friday 10am – 5pm. Requests for items will be accepted until 4.30pm.
- Readers must vacate the Library promptly at closing time, on hearing the fire alarm, or as requested by Library staff.
- The Head of Library and Information Services reserves the right to refuse admission.

Identification

- On their first visit, Library users should report to Reception. They will be collected and escorted to the Library by a member of staff. Visitors must produce photographic ID and proof of address, and must complete a Reader registration form. The information provided on this form will be entered on a database. Students may be asked for a letter from their course tutor or academic supervisor.
- Intended regular researchers will be issued with a Library Reader ID card. These cards are valid for three years, and can be shown at Reception to gain access to the building.
- Readers should sign the visitors' book in the Library on their first visit and on all subsequent visits.

Security

- Bags and coats must be stored in the Library lockers. Locker keys are available from the duty librarian, and must be returned after use. Laptops and cameras may be used in the Library. No responsibility can be accepted by the Society for any items lost, damaged or stolen.
- Readers may request up to five items at a time from the stores. One item at a time will be handed out for consultation. All items are the responsibility of readers while in their possession, and must be returned to the duty librarian after use, or when leaving the Library for lunch and other breaks.
- When returning material to the duty librarian, readers should allow enough time for it to be checked back in, and must return the blue check slips with the corresponding document.
- Library material must not be removed from the reading room, with the exception of modern books from the loan collections issued by the duty librarian to readers with ID cards.
- Recording CCTV cameras operate throughout the Library.

Handling material

Readers must observe the following rules, designed to preserve and protect the collections in the Royal Society's care. Failure to observe these rules may lead to access to the Library being withdrawn. All documents must be handled with great care. In particular:

- i) Book rests must be used to support bound volumes where necessary. Leaded weights ('snakes') to hold down pages are available on request from the duty librarian.
- ii) Unbound and flat items must be placed flat on the tabletop.
- iii) Pages should be turned slowly and with care, given the fragility of the original documents.

- iv) Large items may require the assistance of the duty librarian - please ask if in any doubt.
 - v) Photographic material must not be removed from the clear Melinex sleeves provided.
- Hands must be kept clean. Moist alcohol-free wipes are supplied on study tables.
 - Pencils must be used for note-taking. Do not use pens, biro or other markers.
 - The use of laptops is encouraged. Please ensure that trailing cables do not damage Library material or endanger other readers.
 - Documents must not be marked in any way, and must not be leant on while reading.
 - Notebooks or other papers must not be laid on documents while taking notes, and tracings must not be taken.
 - Files of loose archives must be kept in the order in which they are issued.

Conduct

- Theft, mutilation of materials or any other deliberate acts harmful to the collections will result in the immediate withdrawal of Library reader status and a demand for reimbursement. Serious offences will result in prosecution.
- Readers should be considerate towards others in the Library, and should behave in a way that does not disturb them or prevent them from carrying out their research.
- Mobile phones must be kept in 'silent' mode while in the Library.
- Food and drink (including bottled water) are not allowed in the Library.

Copying services

- For preservation reasons, the Library does not provide self-service copiers. Photocopying is at the discretion of the duty librarian, who may make photocopies for readers subject to copyright restrictions and the condition of the original material. Please ask for current prices.
- If an item cannot be copied for preservation reasons, photography can be arranged. A scale of charges is available upon request.
- The use of digital cameras is permitted at the discretion of the duty librarian, provided their use does not endanger the original documents or cause annoyance to other Library readers. Flash is not permitted. Photography is subject to the completion of a digital photography declaration form.

Copyright compliance

- Copyright on published material is protected for 70 years after the author's death. Copies can be supplied for research or private study purposes only, on completion of a copyright form. Readers seeking to copy for other purposes are obliged to obtain clearance from the copyright holders. Permission is required to reproduce any of the Library's resources.

Electronic resources

- Wireless internet access is available in the Library. Library online public access catalogue (OPAC) terminals are also provided; use of these is restricted to sources of information relevant to research. Recreational internet use and access to external email accounts are not permitted on the OPACs.