

# Library of the Religious Society of Friends in Britain



## Library Rules

The Library welcomes those who wish to use it. It is a condition of access that all readers observe our rules and policies.

### Admission

The Library is open to everyone. All new readers must fill out a registration form (downloadable at [www.quaker.org.uk/library](http://www.quaker.org.uk/library))

If you are not in membership of the Society, you must show one of the following on your first visit. Either :

- formal identification that shows **proof of your permanent address**, such as a driving licence, a recent bank statement or utilities bill (6 months old or less);
- or a **letter of introduction**, e.g. from an academic supervisor/colleague, archivist, librarian, employer, or someone known to you in a formal capacity. The letter should include details of your permanent address or you should produce separate proof of address.
- You will be provided with a card upon your first visit. You must produce this card each subsequent visit.
- Your registration is valid for five years, after which time you will need to renew.

### Opening hours

Tue.- Fri. 10.00am - 5.00pm

Please note the Library closes for one week in the spring. It is also usually closed between Christmas and New Year. It is advisable to telephone or email, or check our website prior to visiting.

### The Reading Room

The Reading Room has seating for twelve, but we regret it is not possible to reserve seats in advance. The exception is the microfilm reader, which must be booked in advance.

### Security

Bags, other bulky objects and coats may not be brought into the Library. They must be put in lockers, which are provided in the corridor outside the Library; please ask at the Library desk for a key.

Each day you visit the Library you must sign the Library visitors' book.

Laptop computers are brought into the Library at the owner's risk; sockets are situated on the tables.

This is a reference and research Library and Library materials must not be removed from the Reading Room.

### Conduct of readers

Food and drink cannot be brought into the Library.

You must be considerate towards other researchers and behave in a way that does not disturb them. If you wish to have a conversation with another researcher there are seats in the corridors, courtyard, or garden, which you are welcome to use.

Mobile phones or personal audio equipment may not be used in the Reading Room.

Cameras, portable scanners or other copying equipment may not be used unless Library staff have given permission. See below for information on digital photography.

# Library Rules

## Care of Library materials

**Pencils only** must be used for note taking. Pens or highlighters must not be used in the Reading Room.

All Library materials must be handled with care and in accordance with the Library's handling guidelines, which are displayed on the study tables. **All readers are required to read these guidelines before handling any Library materials.**

## Access to the collections

There are a number of catalogues, finding aids and indexes to the Library collections in the Reading Room. Please don't hesitate to ask us if you need any help in finding your way around them.

You are free to consult any books, pamphlets or periodicals on the open shelves in the Reading Room, except those kept in the gallery and behind the Library counter, which are staff only areas.

Publications held in electronic formats are made available to readers through the Library's OPAC terminals and must not be emailed, copied or downloaded onto portable storage devices. Recreational use of the internet on OPAC terminals, including checking of emails, is not permitted. The Library offers free Wi-Fi access for readers with their own laptops.

Archives, manuscripts, pre-1801 printed works and the pictures and periodicals collections are stored in closed stacks. To consult any materials stored in the closed stacks you will need to complete a call slip, and hand it in at the Library counter. The times when collections are made from the closed stack are displayed on the Library counter.

All closed stack items are issued at the discretion of the staff member on duty. Any Library item that is too fragile to handle, or the bindings or pages are in a poor state of disrepair will not be produced. If a surrogate is available this will be offered instead.

Readers are held responsible for any item issued to them against a call slip. Such items must not be left unattended; each time you leave the Reading Room and at the end of each day all items must be returned to the Library counter. If you wish to continue to use material from the closed stacks, please tell the staff member on duty and it will be held for you.

Access to archives and manuscripts less than 50 years old is restricted, according to the policy of the Library Committee. The policy is explained in the leaflet *Access to Archives and Records*.

Occasionally duplicate copies of books less than 75 years old can be borrowed, subject to the discretion of staff. If an item is lost or damaged borrowers will be required to pay replacement or repair costs up to £75.

## Copying services

**Photocopying and microfilm printouts:** For conservation reasons the Library does not provide self-service copiers. All copying is done by staff, and is at their discretion. Details of copying services and conditions and a copy request form are given in a separate leaflet *Photocopying and microfilm printouts*.

**Reprographics:** We can arrange to make photographic reproductions or microfilms of some Library materials. Details of the photographic reproduction service are given in a separate leaflet *The Picture Collection*. Please ask staff for information on the microfilming service.

**Digital photography:** Some digital photography is allowed in the Library, but only with the permission of Library staff, and on payment of a fee. You may not take any digital images of Library materials without first consulting with the staff member on duty.

## Library Guides

A range of guides to the resources and services of the Library are available in the Reading Room, or can be downloaded from our website [www.quaker.org.uk/library](http://www.quaker.org.uk/library) January 2012