

Natural History Museum Library & Archives Conditions of Use

Admission to the Natural History Museum Reading Room requires a Membership Card. These are issued at the discretion of the Library & Archives and are subject to the Conditions of Use detailed herein. Failure to comply with these conditions may result in the removal of your Library & Archives Membership Card.

1. Registration
 - Complete the registration/copyright form and provide proof of identification by photographic ID and address
 - Copies of your ID will be attached to the forms and kept securely
 - Notify the Library & Archives of any change of name or address (proof will be required)
 - Membership will expire after 5 years, at which time a new form must be completed and previous copies of ID destroyed
2. Access to the Reading Room
 - A valid membership card must be presented at each visit before entering the Reading Room
 - Your membership card is for the exclusive use of the individual to whom it was issued
 - Place bags (including laptop cases) and coats in lockers provided or use the Museum cloakroom
 - Seating location is allocated on arrival. You must sit at your allocated desk
 - Always inform a member of staff when you wish to leave the reading room for a break
 - Wear the Museum visitor pass at all times and return it at the end of your visit
 - All personal possessions taken into the Reading Room may be subject to opening and inspection by Library staff
 - All emergency procedures must be followed, including evacuation of the site in the event of a fire, or fire drill
 - Children over the age of twelve may access the Reading Room if accompanied by an adult. We cannot accommodate larger groups of children
3. Access to collections
 - The Reading Room is open to those who wish to use the collections to assist their research
 - Items must be requested at least 24 working hours prior to a visit. Some items require extra notice.
 - Requested items will be issued once you have met all of our Registration and Access conditions
 - Access to rare/special collections will be permitted at the discretion of Library & Archives staff
 - Access to the Library's electronic resources is only permitted from a Reading Room public access computer terminal. These terminals are for research purposes only
4. Using the collection
 - Collection items must not be removed from the Reading Room
 - Collection items are your responsibility at all times when issued to you
 - The number of items issued to you at any one time is at the discretion of Library & Archives staff
 - All collection items must be returned to a member of staff at the desk from which they were issued
 - All collection items should be returned at least five minutes before closing time
 - Bring defective material, e.g. loose pages to the attention of staff for conservation purposes
 - The Library & Archives complies with current UK legislation and all copying services are subject to relevant copyright restrictions
 - The use of electronic resources is governed by the individual publisher's licence. Please abide by the licence terms and conditions at all times
 - Photography using your own equipment is permitted at the discretion of Library & Archives staff
5. Looking after the collection

Please follow the book handling guidelines explained on our placemats

 - Pencils only to be used once inside the Reading Room.
 - Writing in or marking any item in the Library & Archives collection is not permitted
 - The following could harm the collection and are therefore not allowed. These include but are not limited to: "post-it" notes, glue, ink, correction fluid, cleaning liquids, scissors, knives, highlighter pens, and adhesive tape
 - Eating, drinking or chewing gum are not permitted
6. Consideration of others
 - Please treat staff and other readers with courtesy and respect at all times
 - If it is necessary to talk please do so quietly
 - Mobiles phones must be turned off or turned to silent mode. Please do not take or make calls in the Reading Room
 - All other equipment such as laptops and headphones should be inaudible to other readers
7. Feedback and Disclaimers
 - The Natural History Museum Library & Archives aims to provide an excellent service. Should you wish to comment on anything regarding your experience please ask for a feedback form or use the online feedback form on our website
 - The Library & Archives does not accept liability for the loss of, or damage to personal property or equipment
 - The Library & Archives reserves the right to add to or amend these Conditions of Use

Thank you for reading and following these conditions