Visiting the Museum Library: Guidelines and Conditions of Use

The Library and Archives staff strive to provide access to well-maintained collections, information resources, equipment, and associated research services.

Before you visit the Natural History Museum Library, please read these guidelines. All users are expected to respect Library and Archives collections, facilities, policies, other users and staff.

Registration
• Provide proof of identification and current address.
• Notify the Library of any change of name or address (proof may be required).

Visits
• Book an appointment by telephone or email. This is essential to ensure that the items you request are available for you on arrival.
• Show your Library and Archives membership card on visits.
• Place bags and coats in lockers provided, or present to staff (for security reasons).
• Seating location is allocated on arrival.
• Wear the reading room pass at all times, and return it at the end of your visit or when leaving the reading room to take a break.
• Eating and drinking are not permitted.
• Turn mobile phones off or keep on vibrate.
• Visitors are not permitted to photograph the Library and Archives Reading Room or other restricted areas, Staff or other Visitors.
• In the event of an alarm follow the instructions of staff and evacuate immediately.

Access to collections
• The public reading room is open to those wishing to use our collections to assist in their research (persons aged 16 years or over).
• Items must be requested in advance and viewed in the reading room.
• Access to special collections or archives will be permitted at the discretion of Library and Archives staff.
• Access to the Library’s electronic resources is only permitted from the public access computers in the reading room.

Use of collections
• Handling guidelines displayed at each reading room desk, and any additional direction from staff, must be followed.
• Please bring defective material to the attention of Library staff, e.g. loose or torn pages.
• The Library complies with current UK legislation, and all copying services are subject to relevant copyright restrictions.
• Use of materials from the Library’s electronic resources is governed by the individual publisher’s licence. Please abide by the licence terms and conditions at all times.
• Photography, scanning and photocopying are permitted within copyright law, at the discretion of Library and Archives staff, and subject to the ‘Intellectual Property Terms and Conditions for Library and Archives Visitors’. Special collections and delicate items may not be suitable. The use of flash and tripods is prohibited.