

ETON COLLEGE LIBRARY & ARCHIVES

READERS' ROOM REGULATIONS

1. The library is open by appointment Monday to Friday from 9.30 to 13.00 and 14.00 to 16.30, except on bank holidays and between Christmas and New Year.
2. All readers must sign the daily register on every visit. New readers, and readers returning a year or more after their last visit, must bring appropriate ID and complete a registration form.
3. Ink, biro, or rubbers may not be used in the Readers' Room; pencils and sharpeners are provided if necessary. No eating or drinking is permitted. Bags (except small handbags), coats and umbrellas are not permitted and can be left in the cupboard outside the Readers' Room. Laptop computers are welcome provided they do not interfere with other readers, and WiFi internet access is available. The library cannot be held responsible for readers' personal possessions, including laptops.
4. Mobile phones to be on silent in the Readers' Room; the use of cameras (including mobile phone cameras) is permitted in accordance with the terms and conditions for self-service photography.
5. Items from the collections are brought by staff into the Readers' Room for consultation. No book or document may be removed from the room. Readers may consult a maximum of five volumes at a time; library staff will keep any further items in reserve.
6. Every care must be taken when handling the books and documents. Please follow the guidance of library staff, who will be happy to advise on safe handling. Book supports and weights are provided. Items should only be handled with clean hands. No marks may be added or erased on books or documents. No tracings or rubbings may be made. No books, papers, or other objects (except the weights specially provided for holding books open) may be placed on or affixed to the material. The arrangement and order of manuscript pages or letters must not be altered.

PHOTOGRAPHY AND COPYING

1. For conservation reasons most of the library and archives holdings cannot be scanned or photocopied, and readers are encouraged if at all possible to take advantage of self-service photography. A self-service photography form should be completed on every visit.
2. Personal cameras, including cameras on a mobile phone, are permitted only in accordance with the terms and conditions for self-service photography.
3. Scanning of suitable items may be carried out by library staff and a maximum of 10 copies per reader can be supplied. The staff decision on suitability for scanning is final. All copies are made with the understanding that they will be for the personal use only of the requesting reader.
4. The library owns a large collection of high-resolution digital images of its holdings and also offers a photographic service. Please consult staff for details. Requests for images or copies for display or publication must be made in writing to collections@etoncollege.org.uk