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THE

# STATIONERS'

COMPANY

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## THE STATIONERS' COMPANY ARCHIVE ACCESS POLICY

### Introduction

The Stationers' Company Archive holds the records of the Company, including Stationers' Company Registers or Entry Books of Copies 1554-1842; Court Books; membership records; legal, official and financial documents; and records of the English Stock. Access to the material is by appointment only. Members of the Stationers' Company and members of the public who register as users can consult material only in the Gateway Reading Room, subject to the Reading Room rules and regulations. Anyone under the age of 16 must be accompanied by a responsible adult.

### Visiting the Gateway Reading Room

- The Archive and Gateway Reading Room are housed in the Tokefield Centre, a seventeenth-century book warehouse situated in the garden of Stationers' Hall. The Centre has been adapted to meet international archive repository standards while preserving the fabric of a historic building. We regret that the Reading Room is currently not wheelchair accessible, as there is a single step to access the Centre. We are working to address this, but in the meantime, please contact the archivist on [archivist@stationers.org](mailto:archivist@stationers.org) should access present a problem, and we will arrange for you to view material elsewhere (other public areas of Stationers' Hall are now wheelchair accessible). The Tokefield Centre has a gender-neutral toilet.
- Access to the Reading Room is free of charge, although charges may apply for reprographics.

- Access is by appointment, and during the advertised opening hours. Any scheduled interruptions to these hours will be advertised on the 'Archive' page of the Stationers' Company website (<https://stationers.org/library-archives/archives.html>).
- Readers are requested to make appointments to see material at least two weeks in advance, and to specify which material they need to see, as additional fetches of material during their visit will not normally be possible. The Archivist will make every reasonable effort to help researchers in identifying such material in advance.
- Please advise the Archivist in advance of any particular access requirements you may have so that we can make arrangements to facilitate you.
- Readers will be offered the use of a public access PC in the Reading Room, and provisions for use of their own laptops.
- Visitors will be expected to observe the Reading Room regulations, and to treat staff, volunteers and other users with respect.