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**STATIONERS'**  
C O M P A N Y  
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## THE STATIONERS' COMPANY ARCHIVE READING ROOM REGULATIONS

Our records are unique and irreplaceable, so we ask all of our visitors to abide by a set of rules which we have developed to ensure the safety of our Archive, and to preserve its records for continuing research use.

### Access

- The Reading Room is open to members of the Stationers' Company, and to members of the public with a genuine research interest in the records of the Company. Visitors to the Reading Room who are not members of the Stationers' Company must follow the registration procedure on their first visit. They will be asked to provide photographic ID and proof of address. Full details of acceptable ID are given on our registration form. The Stationers' Company Archive is committed to protecting the privacy of its users, and to complying with GDPR legislation in the processing of their personal data.
- All visitors must sign the Readers' Register on each visit.
- Anyone under the age of 16 must be accompanied by a responsible adult.

### Use of materials

- Books and documents from the collections can only to be used in the Reading Room and may not be borrowed.
- You will be issued with only one requested item at a time. Several reference books from the open access shelves can be used at the same time.
- All books/documents must be returned to staff or volunteers at the Reading Room Reception Desk when the visitor leaves the Reading Room or when they are no longer needed. Visitors are not to put reference books back on the open access shelves themselves.
- Access to some original material may be restricted because of format, condition or legal status. In the case of restriction due to format or condition, surrogate copies will be made available for consultation where possible.

### Conduct

- All bags, folders, files, cases or other holders must be left in the lockers provided. Coats, jackets and umbrellas must be left on the coat stand or in the lockers provided.
- Only paper for taking notes, pencils without erasers, laptops and phones can be brought into the Reading Room. Laptops and phones should be kept on silent mode.
- To protect the books and documents:

- please wash your hands before consulting material
  - do not mark, write on, crease or damage books and documents in any way
  - do not lean or rest on them
  - use weights, protective transparent sheets, supports and other equipment as supplied
  - do not allow an item to hang over the edge of the table
  - do not lick or moisten fingers when turning pages
  - please return items to the files in which they were supplied, and do not rearrange loose documents
  - ask staff for advice on handling as required.
- Do not eat (including sweets) or drink (including mineral water) in the Reading Room.
  - Do not bring into the Reading Room any sharp instruments, or anything which might damage archival material, such as correction fluid (Tippex) or adhesive tape. Staff may prohibit any other items which they consider harmful to the collections or their security.
  - Visitors may access the Internet via our public access computers, or via their own devices using our wi-fi service, which is free of charge. Visitors are accountable for their own actions on the Internet, and are required to comply with this legislation including:
    - Copyright, Designs and Patents Act 1988
    - European Copyright Directive 2001
    - Computer Misuse Act 1990
    - Data Protection Act 1998
    - Any other local, regional, national and international law, order or regulation in force at the time of Internet access

In particular, it is prohibited to use our computers for illegal, offensive, abusive, actionable or criminal purposes; to seek to gain unauthorised access to restricted areas of the Company's Network; to access or try to access data where the user knows or ought to know that they should have no access; to carry out any hacking activities; or to intentionally or recklessly introduce any form of spyware, computer virus or other potentially malicious software onto our computers or Network.

Anyone found misusing our computers or Network may be excluded from further access to the Reading Room.

- Please respect staff and your fellow researchers by keeping the noise level to a minimum.

## Copying

- Please consult staff if you want copies of any material in the Archive, or of any reference material accessible in the Reading Room. Provision of copies will be subject to copyright and data protection legislation, and researchers will be required to complete a reprographics form stating their understanding of such legislation, and their intended use of any copies provided.
- Requests for self-service photography must be agreed by staff on duty, and the relevant reprographics form must be completed, as above, before any photography is begun.