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: