

Reader rules



Please sign into the library every day in the book provided near the entrance



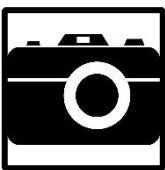
Readers should work quietly and be considerate to others using the Library



No items or books are to be removed from the library



Drinks must be in non-spill containers or bottles
Absolutely no food is permitted in the library



Please seek permission from a member of staff before taking photographs of books and archives



Please be ready to leave when the library closes at 5.25

Special collections rules

- Archives, early printed books and other restricted material should be consulted at the designated special collections desk
- Use only pencils or laptops at special collections desks. No pens.
- No food or drink of any kind, including water, may be consumed at special collections desks
- Please use book rests and weights to support material
- Only one box or file of loose documents may be consulted at a time
- Readers of special material should inform the supervisor when they are planning to leave the library for an extended period so that items in use can be securely locked away

Small Print

- Take care when handling books and archive material and comply with the advice given by members of staff
- Do not mark books or material from the archives in any way
- Place phones on silent mode or switched off. No calls are to be taken or received in the library.
- Readers are obliged to comply with the relevant legislation on copyright and data protection when using information from the archives
- The principles of the **Act Data Protection, 1998** may apply to the use of any information relating to living individuals obtained from our collections. It is the reader's responsibility to comply with UK data protection law
- Staff reserve the right to open and inspect your personal possessions upon request, including pads of paper and laptops
- CCTV is in use in this library
- Access to the library is by discretion of the Librarian & Chapter of Pusey House