



Chawton House Library Regulations for Readers

Access to the Library

To use the Library, readers must complete an application form on their first visit, and show two forms of identification, one with a photograph, and one with proof of address.

Visits to the Library are by appointment only.

Readers may be asked to leave the Library or denied admission to the Library if they do not observe the Library regulations. The Library reserves the right to deny admission.

Using the Reading Rooms

Readers may not bring bags into the reading rooms; lockers are provided for storing bags and personal items.

Pens, ink, correction fluid, scissors, knives, staplers, glue or any other potentially damaging items are not allowed in the reading rooms. Readers may use pencils or laptops only in the reading rooms.

No food or drink is allowed in the reading rooms.

Chawton House Library is a no smoking building.

Cameras and scanners or other copying equipment are not allowed in the reading rooms. Staff can provide a photocopying service to produce copies from some material (there is a charge for this service); however, due to the vulnerability of a lot of the material in the collection, sometimes this may not be possible. Any copies made will be subject to copyright law.

Readers should not behave in any way that may disturb other readers, and may be asked to leave if they do.

Mobile phones and personal stereos are not allowed in the reading rooms.

Please note that CCTV is in operation in the reading rooms.

Using the Library Collections

Items from the Main Collection and the Knight Collection are requested by filling in a call slip, and are retrieved by a member of staff.

Access to some items (such as fragile and vulnerable material) may be restricted; retrieval of such items for use by readers is at the discretion of the Library staff.

Readers may request up to five items at any one time.

Readers may not take items out of the reading room. Items must be returned to a member of staff when a reader leaves the reading room.

Hands should be clean before handling collection items. In some cases, readers may be asked to wear gloves for handling vulnerable material.

Some items should be supported while being used; suitable supports are available for this purpose.

Readers should avoid touching the print of the text or image on the page.

Readers should not write, lean or rest on top of collection items - suitable weights are available if readers need to weigh down the pages while reading.

Readers should not stack books on desks more than three high, or stack heavy items on top of smaller items, or stack fragile items at all.

Readers should not place items from the collections on the floor.

Readers should not insert bookmarks or attach notes to books or documents.

Readers must not fold over corners of pages.

Readers should ask for help from staff to open tightly-bound volumes or volumes with uncut pages.