

TERMS AND CONDITIONS OF USE OF THE READING ROOM, COLLECTIONS AND SERVICES

The Library welcomes all those who wish to use our collections. It is a condition of access that all readers observe our rules and policies.

Reader Registration and Library Membership

A reader number is issued at the discretion of the Library in accordance with its registration processes.

Readers shall provide photographic ID and proof of address to complete registration.

Reader numbers are for the exclusive use of the readers to whom they are issued. Readers shall not share their reader numbers with any other person or allow any other person to use their reader number.

Registration is valid for five years, after which time it will need to be renewed.

Readers shall inform the Library of any change in their personal details supplied on registration, including name change, change of address or change of contact details.

Readers shall report suspected unauthorised use of their reader number to the Library by email to: library@quaker.org.uk

Access to the Reading Room

A valid reader number and an appointment must be obtained to use the work spaces in the reading room.

Resources from the closed stacks will not be supplied to anyone without a pre-booked work space.

Readers shall return a completed registration form and order their materials at least 24 hours before their appointment. Failure to do so will result in their appointment being cancelled.

Selected open resources may be used without an appointment or reader number in the soft seats provided.

Any person who requires special assistance to use our services may speak to a member of Library staff who will give reasonable assistance and guidance to facilitate use of our collections.

Readers may bring their assistance dog into the reading room.

Readers shall give 24 hours' notice if they need to cancel their appointment.

Readers shall not take any items that might damage the collections into the reading room. These include pens, correction fluid, adhesives, sharp objects, food and drink. These may be stored in the lockers provided.

Readers using the work spaces may bring one clear plastic bag, such as those used at the British Library, into the reading room. Any other bags, bulky objects and coats brought shall be put in lockers.

Library staff may inspect possessions taken into the reading room and readers shall provide all reasonable assistance to facilitate such inspection.

Readers shall follow all emergency procedures as instructed by Friends House staff or the emergency services.

Consideration of Others

Whilst in Friends House readers shall treat staff and other people with respect and courtesy.

Whilst in the Library reading room, readers shall:

- Talk quietly and only when necessary
- Use personal headphones only at a level that does not leak sound
- Not take or make phone calls
- Switch all personal devices to silent mode

Use of Collections

Pre-booked resources shall be issued one at a time, in the case of archive material this will be one folder or volume at a time.

All closed stack resources are issued at the discretion of the staff member on duty. Readers can find our access policy on our website.

Any Library resource that is too fragile to handle will not be produced. If a surrogate is available this will be offered instead.

Readers shall not remove any Library resources from the reading room unless expressly permitted.

Readers are responsible for resources being used by or issued personally to them.

Readers shall not share resources issued to them with any other person.

Issued resources must not be left unattended; each time readers leave the reading room and at the end of each day all items shall be returned to the Library desk unless otherwise instructed by a member of Library staff.

Care of Collections

Readers shall at all times take utmost care of Library resources.

Readers shall familiarise themselves with the Library's handling guidelines and comply with the advice given therein.

Readers shall comply with any directions and requirements given by the Library staff concerning the use and care of specific resources.

Readers shall use only pencils or personal electronic devices to take notes in the reading room.

Readers shall not write in or otherwise make any mark on Library resources.

Copying the Collections

Readers shall be responsible for complying with copyright and data protection legislation that relates to the resources they are using.

Readers shall not make rubbings or tracings of Library resources.

Readers shall not take any images of Library materials without first consulting with the staff member on duty.

Readers taking photographs shall complete a photography declaration form, listing the material photographed, pay the photography fee and follow the guidance provided.

Flash photography, lights, hand scanners and tripods are not permitted.

All photocopying is done by staff and is at their discretion. Details of copying services and conditions and a copy request form can be found on our website.

Computers and technical equipment

Laptops, tablets, phones and similar devices are brought into the Library at the owner's risk.

The Library PCs shall be used for accessing the Library catalogue and linked materials only.

Readers shall not connect any personal portable storage device or software to the Library computers.

Readers shall comply with directions and requirements given by Library staff concerning the use of personal devices and equipment.

Except where expressly permitted in writing by the relevant rights holders, readers shall not upload any Library resources on to external networks or personal equipment.

Breaches of Terms and Conditions

In the event of breach of any of these terms by Readers the Library may:

- Temporarily suspend Library membership
- Permanently revoke Library membership
- Remove readers from the reading room
- Recover from readers reasonable costs and expenses (including legal and professional fees) incurred by the Library in investigating and managing the breach