

REGULATIONS FOR USE OF LIBRARY ARCHIVE COLLECTION

The drawings, documents, photographs and other material in the LI archive collection are unique and irreplaceable. These rules are designed to protect and preserve them so that they may be available for use both now and in the future.

1. Access to the collection is by appointment only and users should state in advance the general purpose of their enquiry together with specific requirements.
2. Users will be required to sign in on arrival giving full contact details.
3. There is no free access to the collection and general browsing is not permitted. All items must be retrieved by a member of staff.
4. Archive material may not be removed from the library or borrowed
5. In the case of drawings, only one folder may be examined at a time.
6. Drawings should remain in their melanex wrappers and users are requested to avoid leaning on them, using only pencils when making notes or tracings.
7. Consumption of food or drink is strictly forbidden in the library.
8. Requests for copies or reproduction of material will be dealt with by staff on an individual basis.
9. Drawings and photographs may not be photocopied.
10. Digital photography is by permission only and where granted drawings must remain on the table-top.

Unauthorised use of archive material may result in prosecution