

## Conditions of access and study room regulations

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**When using the Study Room, please help to ensure the safety of the collections by observing the following regulations:**

- Please display your visitor's pass at all times when you are in the house.
- Please leave your possessions in a locker; only clear plastic bags, laptops and stationery may be brought into the Study Room.
- No food or drink may be brought into the Study Room.
- Notes may be taken in pencil only, and only closed pencil sharpeners may be used.
- Items that could damage the collections are not allowed in the Study Room. These include, but are not limited to: pens, ink, erasers, correcting fluids, glue, adhesive tape, 'post-it' notes and staples.
- Please ensure that you have washed your hands before using the collections; the chemicals in hand sanitiser can damage archival documents. You may be asked to wear gloves in some circumstances. Book pillows and paperweights are available and should be used as directed by Collections Staff. Please seek advice from the staff if you are unsure about handling material appropriately.
- You may be asked to remove any jewellery or other items which might cause damage to the items that you are studying. Please ensure that your visitor's pass does not come into contact with any collection items.
- Collections Staff reserve the right to limit the number of items that may be consulted at any one time, to ensure the proper care of the collections and to avoid inconvenience to other researchers.
- The original order of items within their storage containers should be maintained. If you are issued with a whole box of material, please remove one folder or bundle at a time for study, and return it before the next is removed.
- Laptops may be used, provided that their use does not inconvenience other researchers.
- You may take your own digital images of collection items for non-commercial research and private study purposes. Please seek advice from the Collections Staff if you wish to do this: no photography is allowed without prior permission, and there is a charge for taking your own photographs. Permission is dependent on the format and condition of the material.
- Please do not use your mobile phone for any purpose other than taking digital images of collection items.
- Collections Staff reserve the right to inspect all research material, laptop cases, etc., before you leave the Study Room.