

## **Collections Library**

### **General Guidelines**

Visitors are requested to wash their hands with soap and water before arriving at the Collections Library. Please don't use hand sanitiser as the residue on your hands can damage the archives and objects.

Eating, drinking and smoking are not permitted within the Collections Library.

Visitors to the Collections Library are not permitted to take any coats, bags or umbrellas into the room. These must be left in the dedicated lockers at the bottom of the Collections Library stairs. Please place what you need for your visit in one of the clear plastic trays and please bring as little as possible.

To ensure the safety of the objects, pens, ink, correcting fluid, coloured or soft drawing media and other potentially damaging substances may not be brought into the Collections Library.

Notes can be made only in pencil or written on personal laptops or tablets.

The marking of any object or the removal of any object, book or archive from the Collections Library is strictly forbidden.

The use of post-it notes is not permitted.

Tracing or photocopying of documents or photographs is not permitted.

### **Objects and Archives**

Your requested objects and archives will be ready for you when you arrive. Please remember that you will be handling original archival material and museum collection objects and that these should be treated with the utmost care.

Nitrile gloves are provided for handling objects where appropriate, but clean, dry hands are sufficient for handling archival material.

Staff will provide you with basic object handling guidance and be on hand to assist you. There are also book pillows, snake weights and glass weights available to help support objects if needed.

Documents should be kept in their original order and handled one at a time. Archives and photographs should not have any objects placed on them. Do not lean or rest on archives or photographs.

Accidents and near accidents, whether resulting in damage to objects or not, must be reported immediately to the staff in the Collections Library.

Staff will need to be happy that all objects and archives have been returned and are accounted for in good condition before you may leave the Collections Library.

### **Copying from the collections**

Copying from the collections must comply with current UK copyright legislation and can only take place once the copyright terms and conditions have been signed.

Information obtained from our collections relating to living individuals must be used in accordance with GDPR and the Data Protection Act, 2018.

Photography (with own equipment, no flash) is permitted for non-commercial research only. Photographs required for publication must be obtained from the Press Team.

### **Courtesy**

Please be considerate towards our staff and other visitors and keep noise to a minimum. Mobile phones must remain on silent mode.

Anyone who behaves inappropriately, for example by swearing, raising their voice, acting in a threatening manner or conducting unwanted physical contact, will be asked to leave. CCTV is in operation at all times.

If you are not happy with us, or any aspect of our service, and would like to comment, you can contact the Curatorial Team at [curatorial@museumofthehome.org.uk](mailto:curatorial@museumofthehome.org.uk).

On rare occasions due to staff shortages or in the event of an emergency, it may be necessary to close the Collections Library without notice. In all other circumstances we will endeavour to contact you in advance if there are any issues with your booking.