

USING THE SAG COLLECTIONS

General

- Members & visitors must register at reception on arrival and sign out when leaving.
- Membership Cards or Visitor Badges are to be displayed when onsite.
- All bags must be stored in the lockers which are provided free of charge and only research papers can be taken into the libraries.
- Only pencils are to be used when consulting manuscript material or using books.
- No smoking is permissible in either building.
- Food and drink can only be consumed in the kitchen. This includes bottled water. A fridge and microwave is provided in each building for member and visitor use.
- Mobile phones must be switched off or to silent and if it is necessary to answer a call this must be taken outside.
- In consideration of others, conversations between individuals should be carried out away from where research is being conducted.
- Children under 16 years of age can only be admitted into the library if accompanied by an adult member or visitor.

Using the Collections & Copyright

- Copying of any resource material, either digital or print must comply with the current Copyright Regulations and be for personal research purposes only, unless special permission has been obtained in writing from us, and/or the Copyright Holder.
- Photocopies can be arranged with volunteers on duty. Copies will be done for you and charges are applicable.
- Digital copies may be taken on your own camera, phone or tablet without charge but flash photography is not permitted.
- USB drives can only be used on designated scanners within the buildings. A daily fee applies to their use and copyright restrictions apply to any downloads.
- Resources must not be removed from the buildings.
- Volunteers are on duty to give advice and guide your research, but should not be asked to conduct searches which you can reasonably undertake yourself.