Reading Room regulations

1. Readers should book appointments via the online booking form. A reader profile form will be sent, and references and proof of identity may be requested.

2. Please sign in on arrival.

3. Bags, briefcases, umbrellas and outer coats are not allowed in the reading room. You are welcome to use the secure lockers on the lower floor of the building to secure these items during your visit.

4. Readers are allowed to view three items from the collection at any one time.

5. If you need to take a break, please return any items to a member of staff while you are away from the reading room. Items should not be left unattended.

6. Do not remove any collection items from the reading room. Personal possessions taken into the reading room, such as notebooks and laptops, may be inspected on departure.

7. Mobile phones must either be turned off or on silent mode. Calls must not be made or received and texting kept to a minimum.

8. All other equipment such as laptop computers, cameras and pagers must be on silent mode and headphones must be inaudible to other readers.

9. Self-service photography is permitted in the reading room, for personal reference purposes only. Please ask a member of staff for advice and a permit form. Scanners are not permitted.

10. Neither eating nor drinking (including bottled water) is permitted in the Reading Room.

When handling items from the collection

1. Be certain that your hands are clean.

2. Pencils only to be used in the reading room. Pens are not permitted. Please ask a member of staff for a pencil if you do not have one with you.

3. Make use of the book supports and book weights. When using a book support, please do not handle the volume except to turn the pages. If additional supports are required, please ask a member of staff.

4. Turn the pages of bound items, including books, from the top. Do not force open a tight binding.

5. Do not mark or write on any collection items or rest your writing paper on them.

6. Keep files or bundles of papers and other loose items exactly in the order in which they are issued to you.

7. Speak to a member of staff if you would like to use a bookmark or open uncut pages.

8. Report any damage to a book or manuscript to a member of staff immediately.

Image: John Ruskin, Venice, Byzantine Ruin, Rio Di Ca' Foscari (1849); Ref. no. 1996P1183