

RULES GOVERNING ACCESS TO THE ARCHIVES & LIBRARY COLLECTIONS

Please read these carefully. Failure to adhere to these rules may result in your access to the Archives & Library Collections being withdrawn.

- Bags larger than A4 size, coats and umbrellas must be deposited in the lockers provided or left at reception (if too large for the lockers).
- The Paul Mellon Centre accepts no liability for any loss or damage to any personal possessions.
- Readers may be requested to show personal books and papers to the supervisor for checking on arrival and departure.
- Mobile telephones must be turned off, or on silent mode, at all times.
- Please be considerate of other users whilst working.
- Smoking or vaping is not allowed anywhere on The Paul Mellon Centre's premises.
- Food and drink must not be consumed in the Public Study Room and Library Annex.
- All readers must sign and abide by the terms of the Reader Agreement Form, as a continuing condition of access to the Archives & Library Collections.
- All readers must report to the member of staff on duty in the Public Study Room each time they visit.
- Readers are responsible for the materials they are using and must be careful when handling them – this includes following all instructions given as to the handling of any such materials.
- Only pencils, laptops and tablets may be used when taking notes.
- Items that could harm the Archives & Library Collections are not permitted. This includes, but is not limited to, pens, erasing equipment, artistic and tracing materials.
- Do not mark, erase, fold or alter material in the collection nor use post-its or similar materials or devices.
- Do not place books back on shelves; leave them on a re-shelving trolley.
- Do not rearrange archive material or remove individual items from files.
- Do not leave archive material unattended for long periods of time or remove it from the Public Study Room. Return all archive material to the supervisor at lunchtime and at the end of your visit.
- Please draw the attention of the supervisor to any damaged or missing material.
- Copyright infringement is not permitted; all copying must be carried out in accordance with UK copyright legislation and is undertaken at an individual's own risk. Please refer to the Reader Agreement Form and posters by the Readers' Refreshment Area for further information. Permission to photocopy and scan is dependent on the condition of the item being copied. The following methods of copying are permitted:

Material	Photocopying and Scanning	Photography
Library Collection	YES	YES
Library Special Collections	NO	YES
Archive Collections	NO	YES
Tate Photographic Archive	NO	YES