

Library Rules and Regulations

1. Readers wishing to use material in the Wren Library are requested to book a reader-place in advance.
2. Readers should provide a letter of introduction and photographic identification on their first visit to the Library. A letter of introduction may come from the reader's institution, supervisor, or someone who knows his/her work well.
3. All bags must be left at the Wren Library reception desk.
4. Material from the collections should be requested on a fetching slip. Only one item is to be requested on each slip.
5. Readers should handle all material as little as possible and with due care. Volumes and documents should be kept flat or on book supports as appropriate. Snakes and weights should be used where necessary.
6. Readers should keep bundles of papers in the correct order.
7. Readers should not move materials from the readers' table to consult a member of staff. On request, the relevant member of staff will come to the readers' table.
8. Pencils only are to be used at all times. Marking of manuscripts or books is forbidden.
9. The use of cameras or copying devices on any item is not permitted. Information on photography and photocopying from the collections is available from library staff.
10. Before leaving the Library, readers must return all items from the collection to the member of Library staff at the readers' table.
11. Mobile telephones must be switched off on entering the Library.
12. Eating and drinking is not permitted in the Library.
13. Smoking is prohibited within the Library.
14. The Library is under CCTV surveillance for the purpose of crime prevention.
15. Readers making use of any personal data from the collections should do so in compliance with the Data Protection Act 1998. Personal information should not be used to support measures or decisions with respect to living individuals and should not be used to if it is likely to cause substantial damage or distress to any person who is the subject of that data while he/she is alive or likely to be alive (assuming a life span of 100 years). Readers should not make the contents of their research available in a form that identifies any data subject without the consent in writing of that data subject or the Librarian in consultation with the College Data Protection Officer.