

## **Chawton House Library Information for Readers**

Visits to the Library are by appointment only, and readers must complete an application form on their first visit and show two forms of identification, one with a photograph and one with proof of address.

Lockers are provided for the storage of personal belongings, and coats can be hung in the hallway.

### **Reading Rooms**

The reading rooms are kept at a specific temperature and humidity levels (in accordance with the British Standard 5454:2000) this is to make sure the collection is kept in a good condition. Whilst efforts are made to compromise on the conditions best for the preservation of the collection, and are comfortable for readers it may feel a little cool overtime, therefore we advise readers to bring an extra layer when they visit.

- Laptops can be brought into the rooms and there is a WIFI service available
- A reproduction service is available and there is a small charge for this service
- Only Pencils are allowed to be used, and can be provided by staff

Please note that CCTV is in operation in all of the reading rooms

### **The Library Collections**

The Main Collection and increasingly the Knight Collection are on our catalogue system which is available online and on a computer in the reading rooms. Items can then be requested by filling in a call slip and retrieved by staff.

Before handling items from the collection:

- Make sure your hands are clean before handling the material
- Support items while using them, suitable supports are available and weights
- Loans are limited to 10 titles at one time for all visitors
- Please do not place any items on the floor, crease, lean on, fold over, write on, or rest anything on top whilst using them
- Please do not take any items out of the reading room, and do not stack books more than 3 high or put heavier material on top of smaller items

**Please do not hesitate to ask the Library staff with any queries, questions or problems during your visit**