

## Rules of the Chawton House Reading Room

All readers must abide by the Reading Room Regulations and Handling Guidelines for the duration of their visit. A signature on the Reader Application Form confirms that you understand these rules and how to handle works. Staff will politely highlight if handling requirements are not being met.



Opening hours are **10:00 – 13:00** and **14:00 – 16:30**.

The Reading Room is **closed** from 13:00 – 14:00.



**Bags are not permitted.** Please bring only essential items for study. All other personal belongings can be stored in an individual locker, and outerwear hung in the hallway – you will be directed to these by a member of staff on arrival.



Prior to entering the Reading Room, **readers are required to wash their hands**, ensuring they are clean and fully dry before handling works. Hands should be rewashed before entering after lunch. Toilets and hand-washing facilities are located near the lockers.

Chunky rings and **bulky jewellery should be removed** as they may damage the pages of fragile works. We ask readers **not to wear nail polish** as it can chip off on to works.



Readers may consult up to **10 works** at one time.

Other books required during the course of study can be requested via your library account with the online catalogue. Books requested in the morning will be retrieved for the afternoon session. For longer visits, books requested in the afternoon will be available for the following day.



Readers are welcome to browse works shelved in the Reading Room, but **please ask the staff supervisor to remove them from the shelf.**



**Only pencils** may be used as writing implements in the Reading Rooms. If you do not have a pencil, we are happy to provide you with one.



**No food is permitted into the Reading Rooms.** A securely sealed bottle of water may be brought into the Reading Room, but the reader will be asked to step outside before opening it. You are welcome to leave the Reading Room to access other refreshments stored in your locker. The staff supervisor will let you back in to the Reading Room.

Please do not hesitate to request assistance if required. Once your visit is complete, please leave all material on the table.