

## 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.

- Only Pencils are allowed to be used, and can be provided by staff
- 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

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

