



## READER REGISTRATION

Please use block capitals

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First name:

Last name:

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Address:

Postcode:

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Phone:

Email:

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Type of reader:

Private

Academic

Freemason

Business

Area of interest:

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Are you affiliated with an academic institution?

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How did you hear about us?

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Would you like to receive our quarterly e-newsletter?

Yes

No

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What other library or archives have you used?

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I have read and  
agree to the rules

Signed:

Date:

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For office use

What photo identification has been seen?

Driving licence

Passport

ID card

What proof of address has been seen?

Bank statement

Council tax bill

Utility bill

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Renewal?

Yes

No

Reader No.



The Library and Archives collections are reference only and you can't borrow any of the books or documents.

### **How do I sign in?**

You will be asked to sign the Readers' Register on arrival and to show your Library Card at the Information Desk.

### **What can I bring into the library and archives?**

Bags and other personal items can be stored in the cloakroom lockers (£1 coin key deposit). Clear plastic bags are provided to bring your study materials into the Library and Archive research area.

Bags (including laptop and camera bags), food (including gum and sweets), drinks, pens and blades (such as knives or scissors) are not allowed in the research area.

Switch mobile phones to silent mode. Please leave the research area to receive or make calls. Sockets are provided for laptops and free WiFi is available.

### **How do I request books or documents?**

To save time on arrival, we encourage you to order items you want to see in advance. Email call numbers and titles to us from the online catalogue: [museumfreemasonry.org.uk/catalogue](http://museumfreemasonry.org.uk/catalogue). Requisition forms can be used to order additional items during your visit.

Some archives are held off-site and retrieval may need three days' notice. Access to items may not be possible if items are fragile. You are welcome to discuss your research and check details in advance by emailing: [contact@museumfreemasonry.org.uk](mailto:contact@museumfreemasonry.org.uk)

### **How many items can I look at?**

You can look at four items at a time except for some archives, which may be issued to you as individual items or bundles. Books and archives you order are held behind the Information Desk. Please return items to the Information Desk when you are finished or leaving the research area. You can ask staff to keep items out if you plan to return within a week.

### **How do I look at books and archives?**

Your hands should be clean and dry before looking at items. Handle resources with care and avoid marking them in any way. Foam book rests and weights are provided for looking at large or fragile volumes. Please ask staff for help if you are unsure how to use books or archives.

Use pencils to make notes. Ink pens are not permitted. Never lean or make notes on books or archives. Please do not disturb the original order of items in files or bundles. Let staff know of accidental damage to books or archives.

### **Is there anything else I need to know?**

Please show consideration for other Library and Archive users when speaking to staff or other researchers. Children are welcome, but must be supervised by an adult.

No dogs or animals, except for assistance dogs, are permitted.

The Library and Archives are step free and located in the Museum, on the first floor of Freemasons' Hall, accessible by lift: [museumfreemasonry.org.uk/getting-around-building](http://museumfreemasonry.org.uk/getting-around-building)

### **How do I get copies of books and archives?**

Hand-held scanners are not permitted. The Librarian or Archivist need to approve the use of small overhead scanners.

Copies can be provided in accordance with copyright regulations. For details of resources that cannot be photocopied: [museumfreemasonry.org.uk/image-use](http://museumfreemasonry.org.uk/image-use)

Digital scans of resources can be provided, and you can get a day permit to take images by phone or camera for your personal research: [museumfreemasonry.org.uk/image-use](http://museumfreemasonry.org.uk/image-use)

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Readers who fail to observe these rules or behave in a disruptive manner may be asked to leave and in extreme cases, deprived of access to research facilities.