

L&A 07	Library & Archive Policies & Procedures	Library User Agreement & Rules	Agreed 03/2015 Reviewed 10/2018	Next review due 10/2021
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## Salisbury Cathedral Library User Agreement & Rules

### Access

Users need to make an appointment in advance of their visit in order to view any library item.

Users wishing to consult any item dated pre-1800 are required to have a reference from a sponsoring academic institution or other appropriate source. For modern post-1800 material a reference or other form of identification may be required. For Cathedral staff and volunteers a reference will not be necessary but access will be at the Librarian's or Canon Chancellor's discretion.

All library users must agree to abide by the following rules designed in order to safeguard the security and preservation of the collection.

- *No food or drink to be consumed within the library.*
- *Only pencils and laptops (or similar electronic devices) may be used to take notes. Ink may not be used under any circumstances.*
- *Library materials are not to be marked in any way.*
- *Users should take care when handling library materials and seek advice when necessary.*
- *Users will follow instructions issued by the librarian concerning the handling of library materials and the evacuation of the library if necessary.*
- *All personal possessions taken into the library may be subject to opening and inspection by Cathedral staff.*
- *Images, extracts or quotations will not be published in any form without written permission from Salisbury Cathedral. This includes use on websites, in exhibitions and for broadcasts.*
- *No publication right is vested in any reader through the issue of a document, book or object. All publication right is reserved.*
- *A copy of any print publication based on research from library materials should be donated to the Cathedral Library.*
- *No smoking*

### Photography

Users are welcome to take photographs but with the following provisos:

- *No flash photography.*
- *Library and archive staff reserve the right to prohibit photography if it is believed that the photographic process may cause damage to the item, or that the item may not lawfully be copied under current UK copyright legislation.*
- *All images taken can only be used for personal use, private study and research or for other non-commercial purposes.*
- *Copies of images must not be supplied in any media to another person or organisation without written permission from Salisbury Cathedral.*

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- *No more than 5% of any book, or a single chapter or article from any journal or periodical may be photographed from materials which are subject to copyright. Any copy made is to be used for personal research purposes only.*

*Library and archive staff may exclude or cause to be removed any person who contravenes these regulations or whose exclusion from the library is, in their opinion, necessary for its proper use and regulation.*

**I agree to abide by the above conditions.**

Name:

Sponsoring Institution (if appropriate):

Address:

Signature:

Date: