

ANTHROPOLOGY LIBRARY & RESEARCH CENTRE – CONDITIONS OF USE

Please note that these terms are in addition to the British Museum's Visitor Regulations which can be found online at www.britishmuseum.org/visiting

Use of the Library

We welcome the general public to use the Library for reference and research purposes only. Please ask a member of staff if you need any help in the Library. We would like you to get the most from your visit.

Registration & Access to Reading Room

All visitors will be required to complete our registration form and produce photographic ID and proof of address on their first visit.

On subsequent visits ID must be shown at the desk to be checked against your member record before entering the reading room. We do not issue membership cards.

You must notify the Library of any change of name or address (proof will be required to be shown).

For security reasons we are obliged to ask you to leave coats, bags, briefcases, computer cases and umbrellas in the museum cloakrooms. All personal possessions taken into the Reading Room may be subject to opening and inspection by Library staff.

Using the Collection

All emergency procedures must be followed. If the fire alarm sounds, leave the building immediately, following the green signs to the emergency exit. Do not stop to collect belongings.

Eating and drinking is not permitted in the library with the exception of bottled water, this includes chewing gum and cough sweets. Smoking is not permitted.

Please check items you wish to use on the catalogue before visiting. Some items may be on long term loan and may not be available for up to six months. Please contact us in advance of your visit if you are coming to view specific material.

Access to the Library's electronic resources is only permitted from a Reading Room public access computer. These terminals are for research purposes only.

Photocopying and digital photography using your own equipment (excluding tripods), without flash, is permitted at the discretion of library staff for research use only. All copying from the collections must comply with current UK copyright legislation. Supports and book weights are available from the desk on request.

Please treat staff and other readers with courtesy and respect at all times. If it necessary to talk please do so quietly. Mobile phones must be kept on "silent" mode, please go outside of the library to make or answer any calls and please be mindful of others when using headphones. Portable scanners must not be used in the Library. Closed Circuit Television (CCTV) is in operation and may be used as evidence if necessary.

Care of Library Materials

Please follow book handling instructions available from the main desk when using items. Please do not use post-it notes in books as they can cause damage. Do not bring marker pens, crayons, paints, correction fluid, glue, ink scissors, staplers or any other substance or equipment which may cause damage to collection items. Please do not try to repair any damaged items yourself but bring them to the attention of library staff as soon as possible.

You are responsible for the care of all library materials that you use in the ALRC. If an item is damaged before issue please bring it to the attention of issue desk staff before it is issued to you otherwise you may be liable for the damage.

Special Collections

You must contact us in advance if you wish to view rare materials, special collections or archive material as we have limited space to accommodate these requests.

Additional special conditions of use are in place when using rare materials or archives.

Borrowing

The ALRC is primarily a reference only library. Borrowing is permitted only for British Museum staff and Fellows of the Royal Anthropological Institute.

You are responsible for all materials issued to you until they are returned to the issue desk (in person or by mail). Please do not pass material on to other people as you will remain responsible for any loss or damage. If items are not returned or returned damaged you may be liable for the cost of a replacement copy.

Feedback

The ALRC, as part of the British Museum, aims to provide an excellent service. Should you wish to comment on anything regarding your experience please ask for a feedback form or by emailing us at anthropologylibrary@britishmuseum.org.

The British Museum does not accept liability for the loss of, or damage to personal property or equipment. All users use the British Museum at their own risk and we are not liable for their personal safety.

The British Museum reserves the right to add to or amend these conditions of use.

DATA PROTECTION

The British Museum will process your personal information in accordance with the Data Protection Act 1998. The information you supply will be used for reference purposes in order to help provide an efficient service and to maintain the security of the collections and may be shared with law enforcement agencies. Copies of your original registration form will be destroyed after 18 months unless you renew your registration or still have outstanding items on loan.

You are responsible for ensuring that your research complies with the Data Protection Act 1998 in relation to any personal data obtained from material consulted in the ALRC.

If you have any questions then please contact us at anthropologylibrary@britishmuseum.org