

DEPARTMENT OF GREECE AND ROME STUDY ROOM

The opening hours of the Study Room are Monday to Friday, 10.00 - 13.00 and 14.15 - 16.00. Students are expected to arrive promptly at 10.00 unless other arrangements are made.

The Department, located off Gallery 69 on the Upper Floor of the Museum, is closed at weekends and on bank holidays. The Study Room is at the centre of the Department: the library and relevant documentation can be consulted upon request.

Students wishing to work on objects in the Department's collections should apply to the Keeper by email (greekandroman@thebritishmuseum.ac.uk), or in writing. Those who are not already known personally to a member of the Department must provide a letter of introduction or other reference from a professor, or tutor or other qualified person prior to the visit. Proof of identity may be requested on the day. Permission is granted on an individual basis: groups of two or more must apply individually, even if they wish to study the same object. Anyone accompanying a student may be turned away unless prior arrangements have been made.

Applications should be made at least a week in advance, but there are a limited number of places to study objects; **it is recommended that students book well in advance in order to arrange a convenient date.** Objects can be studied over a number of days based on the number of objects and the type of study. **Correct identification of objects by Catalogue (e.g. Vase D33) or Register number (e.g. 1893,0728.2) is essential.** These numbers can be found using the Collections Online database available on the British Museum website; delays will occur if objects are specified in any other way. Students are warned that the number of objects that can be brought to the Study Room at any one time may be limited by the availability of storage space. **If for some reason a student cannot keep an appointment, the Department must be informed,** by email (as above) or phone (020 7323 8321).

All objects made available to students will be listed in the Issue Book, to be signed by the student on arrival and by an authorised member of the Department on return. Students are asked to inform the staff if they intend to leave the Study Room temporarily, so that objects can be put away.

No metal drawing or measuring tools may be used. Any notes should be made in pencil. Wooden measuring tools can be provided on request. Jewellery which may cause damage (particularly rings and pendants) should not be worn when handling objects. Rubbings, squeezes and tracings are not normally allowed, but applications may be made to the Keeper or Duty Officer for exceptions. Please provide full details of materials and tools well in advance so that these can be approved by a conservator where necessary. The British Museum can provide squeezes and casts of objects, but a charge will be made.

Permission to take photographs for study purposes is granted only on condition that great care is taken in handling and setting up the objects and that other students are not inconvenienced. Please provide details in advance of photographic equipment other than cameras. Permission to take photographs does not imply permission to publish them. Students should apply to the Keeper for permission to reproduce such photographs.

In the case of an emergency evacuation of the building, students will be asked to leave the Department as quickly as possible. Staff will give them every assistance to ensure their safety.

Personal possessions left in the Department at any time are at the owner's risk and the British Museum can accept no responsibility for them. The British Museum reserves the right to search any personal bags or containers that visitors bring into the Department.

There are separate regulations for those wishing to consult drawings or other archival material.