

Study Room Services

Application to Study

All visitors wishing to study items held in the British Museum collections are asked to complete an **Application to Study** form.

Information about more than 3,500,000 items in the collection is available from *Collections Online* at the British Museum website (www.britishmuseum.org/research/collection_online/search.aspx). Please use this resource to identify which items you wish to view. If you are unable to find the information here, fill in the **Application to Study** form with as much detail as possible and a member of staff will contact you to discuss your enquiry.

Please send your completed form to the relevant e-mail account for the area of the collection you wish to access:

Africa, Oceania and Americas	AOA@britishmuseum.org
Ancient Egypt and Sudan	Egyptian@britishmuseum.org
Asia	Asia@britishmuseum.org
Coins and Medals	Coins@britishmuseum.org
Greece and Rome	GreekandRoman@britishmuseum.org
Middle East	MiddleEast@britishmuseum.org
Britain, Europe and Prehistory	BEP@britishmuseum.org
Prints and Drawings	Prints@britishmuseum.org
Horology	Horological@britishmuseum.org
Japan	Asia@britishmuseum.org
Textiles	Textiles@britishmuseum.org
British Museum Central Archives	CentralArchive@britishmuseum.org

A member of staff will contact you via e-mail to confirm the finalised date of your visit, and send you instructions on where to come when you arrive at the Museum. Please note that we may need to clarify or discuss your application with you before being able to confirm your visit.

Some of our Study Rooms are busier than others; we recommend that you contact us at least four weeks before the date you wish to visit otherwise it may be difficult to accommodate your request. Please indicate if you are planning an extended period of study which may require multiple visits. We strongly advise that you do not make special travel arrangements until we have confirmed the dates of your visit. All of our Study Rooms will be closed one month of the year to allow for audit and other essential collections care activity.

Please note that the number of items you are able to study may be limited due to space considerations and for security purposes. Any material brought in for comparison must be agreed with the Museum in advance.

We cannot guarantee that all the items you wish view will be available for study at the time of your visit: collections material may be on exhibition, on loan, or undergoing conservation. Those on display in permanent galleries will only be removed for study in exceptional circumstances.

Space is reserved for one person only. If you wish to bring another person, this must be approved in advance. If you would like to bring a group, please contact the relevant section to discuss what might be possible.

If you are a Deaf or disabled person and have specific access requirements or will need additional support to visit the study room, please let us know in advance so we can help you plan your visit effectively.

Please note that visitors under the age of 18 must be accompanied by an adult.

If you are unable to attend on the date you have agreed, please let us know as soon as possible so we can offer your place to another visitor, and to prevent unnecessary handling and transport of the collections.

We will print a copy of your **Application to Study** form and ask you to sign it on the day of your arrival, to acknowledge that you have read and accept the Study Room regulations. We also use the form as an audit tool to record that the items have been signed out and returned in good order. The form will be kept on file for one year, and then securely disposed of.

You must bring photographic ID with you, which you will need to show on arrival at the study room. The following are accepted:

- Passport
- Driving licence
- National ID card
- Student card
- Police/Customs/Home Office Warrant card
- Forces ID card
- Concessionary bus pass

Some form of address verification is required, which can be provided by any identification document or correspondence showing the address.

Photographs may be taken in study rooms with permission of study room staff but please note that some parts of the collection may not be photographed for reasons connected with security or preservation. Light sensitive material must be photographed without flash. The use of tripods and other photographic equipment is not permitted.

The resulting images may only be used for personal research and private study, as well as for any allowed uses under the new exceptions to copyright law (for more information see www.gov.uk/exceptions-to-copyright). The British Museum must always be properly acknowledged wherever the photographs are used with the following line: Photo © [photographer]. Taken courtesy of the Trustees of the British Museum.

The British Museum cannot guarantee that any photographed content will not include third-party copyright. It is the responsibility of the user to determine whether any such copyright exists and whether any additional permissions may be needed.

For enquiries about allowed uses or if you need images for any purpose not covered under these terms of use, please contact British Museum Images at sales@bmimages.com.

The Museum's object identification service only operates on Wednesday afternoon by appointment. Note that our curators are unable to provide valuations. Further on the object identification service may be found on the Museum website.

Books within British Museum libraries are for reference only and may not be borrowed. Copying facilities are not available in every study room. Any copying undertaken must be within copyright limits.

CCTV is in operation across the Museum property, including study rooms.

Study Room Services

Study Room Regulations

In addition to the British Museum Visitor Regulations, which can be found on the British Museum website, the following rules apply to the use of Study Rooms:

- Eating, drinking, smoking, vaping & chewing gum are not permitted.
- Anyone believed to be under the influence of alcohol or drugs will not be allowed access to the Study Rooms.
- Coats and bags must be placed in the designated areas. Large bags and umbrellas must be left in the public cloakrooms.
- Bags may be searched for security reasons.
- Mobile phones must be switched to silent, and telephone calls must not be made in the Study Rooms (except in an emergency).
- Material from the collections must be treated with utmost care and attention, and any handling instructions issued must be followed strictly. Some items may only be handled by museum staff.
- Gloves must be worn to handle some types of material. These will be provided by the Museum.
- Only pencils and plastic/wooden implements are permitted near the collections. The use of any other media is at the discretion of supervising staff.
- Photographs may be taken in study rooms with permission of study room staff but please note that some parts of the collection may not be photographed for reasons connected with security or preservation. Light sensitive material must be photographed without flash. The use of tripods and other photographic equipment is not permitted in all study areas. In those areas where it is permitted, the express permission of the study room staff must be obtained prior to doing so and under the direct supervision of the staff member present.
- Laptops and tablets may be used, but the use of any other equipment must be agreed in advance. Electrical equipment must be unplugged when not in use.
- The making of wax or other impressions, or rubbings, is not permitted.
- Items will be counted out on delivery to the visitor, and will be counted in at the end of each session. A visitor may not leave until the supervisor is satisfied that all the objects are in good order.
- In the event of an emergency, instructions from staff must be followed.
- Violence or abuse towards any member of museum staff will not be tolerated.
- Infringement of the regulations may result in exclusion from the Study Rooms.

Study Room Services

Study Room Opening Hours

British Museum Main Site, Great Russell Street, London WC1B 3DG

Study Room	Daily opening hours: 10.30am - 1.00pm and 2.00 - 4.00pm					Closed month
	Monday	Tuesday	Wednesday	Thursday	Friday	
Ancient Egypt and Sudan	CLOSED		Object identification service by appointment 2.00-4.00pm		CLOSED	February
Asia	CLOSED	CLOSED				July
Britain, Europe and Prehistory	CLOSED				CLOSED	August
Coins and Medals	CLOSED				CLOSED	February
Greece and Rome	CLOSED	CLOSED				October
Middle East	CLOSED					December
Prints and Drawings	CLOSED					January
Horology	CLOSED			By appointment		
Japan	CLOSED		By appointment			July
Museum Central Archives	CLOSED		By appointment			N/A

Franks House, Orsman Road, London N1 5QJ

Africa, Oceania and Americas	CLOSED				CLOSED	November
Britain, Europe and Prehistory	CLOSED	CLOSED				August

Blythe House, Blythe Road, London W14 0QX

Africa, Oceania and Americas	CLOSED		By appointment			November
Asia	CLOSED		By appointment			July
Britain, Europe and Prehistory	CLOSED		By appointment			August
Prints and Drawings	CLOSED		By appointment			January
Textiles Study Centre	CLOSED		By appointment			November

Visitors will normally be asked to attend the Study Room location most appropriate to the collection they wish to study.
All of our Study Rooms will be closed one month of the year to allow for audit and other essential collections care activity.