



RULES FOR VISITING READERS

- 1.** Readers will be required to provide photographic identification, such as a valid Bodleian or British Library card, university card from their home institution, passport or driving licence. We reserve the right to require letters of introduction from research students.
- 2.** Appointments to consult Library and Archive material must be made in advance.
- 3.** Readers are responsible for all items issued to them. Papers and other materials must be handled with the utmost care and kept in their correct order. Bookstands and weights are available for use.
- 4.** Pencils or laptop computers should be used for making notes. The use of any kind of ink pen is forbidden.
- 5.** Readers may not eat, drink or smoke in the Reading Room.
- 6.** Photocopies may be made, for which a charge will be payable. It is not always possible to produce photocopies during a visit, but reasonable amounts of copying should be available for collection the following day. For large amounts of photocopying, or if readers are unable to collect the copies, a small charge will be added for postage and packaging. The College reserves the right to refuse to photocopy any material which is too fragile or large to be copied without damage. A photographic service is available by request and subject to further conditions.
- 7.** Digital cameras may be used with the permission of the staff. Any photographs taken are solely for private research and must not be used in publication.
- 8a.** Readers wishing to publish an image or a manuscript deriving or quoting from any material held by Worcester College Library must apply to the Librarian for permission prior to publication.
- 8b.** Readers wishing to publish an image or a manuscript deriving or quoting from any material held by Worcester College Archives must apply to the Archivist for permission prior to publication.