

Information for researchers visiting the RIBA Library at 66 Portland Place – v1.1

Last updated: 10th December 2021

General information before your visit

1. Please read the information below to ensure you understand, and accept, how things will work on the day of your visit and to avoid any disappointment.
2. Access to the Library is currently available by appointment only on **Thursdays and Fridays between 10.00 to 17.00**.
3. Irrespective of prevailing government advice, 66 Portland Place will continue to operate in a Covid-secure way. Numbers of staff and visitors in the building at any one time will be restricted.
4. Please do not travel to the building if you have any symptoms associated with Covid-19.
5. Visitors must respect one-way and other signage, and wear masks at all times within the building. **It is now a legal requirement to wear a face mask in libraries and reading rooms, unless exempt.**
6. Visitors without an appointment will **not** be admitted to the building.
7. While a locker will be made available for you, we ask you to keep your personal belongings to a minimum. Bags cannot be brought into the Library and large items will not fit in lockers.
8. Please do not bring food or drink into the Library – a number of cafes, restaurants and sandwich bars are located nearby.
9. Please bring some means of formal identification with you. A list of acceptable forms of ID appear at the end of this information sheet.
10. If you discover, after making an appointment, that you no longer need to visit, contact library-reopening@riba.org to cancel so that someone else can take your place.

Booking your Library appointment

11. To book slots for research in the RIBA Library please go to our [Eventbrite page here](#) Future slots will be advertised here as they become available.
12. The minimum booking period is one whole day but, of course, you only need stay as long as your research requires. A whole-day appointment ensures visitors have sufficient time to consult their items and that staff are able to manage the volume of retrieval and reshelving.
13. For each Thursday and Friday opening, a maximum of 10 appointments will be available daily. If no appointments are available on your chosen day, please search Eventbrite for alternative daily slots. If you wish to be placed on a waiting list for any given day, please email library-reopening@riba.org
14. Once you have booked an Eventbrite slot you will be sent a booking confirmation. Reception in 66 Portland Place will be provided with a list of those attending the Library on any given day.

Photographs Collection booking & pre-ordering items

15. Within the library browsing of open shelves is allowed and you will be able to request closed-access items on the day. There is therefore no longer a need to pre-book collection items, other than photographs.
16. If you are booking an appointment to view photographs, please provide the complete list of items you are interested in. You can identify items in the online catalogue at <https://www.architecture.com/contact-and-visit/riba-library> When you have settled on what you need, email the relevant catalogue entries to yourself and then forward your selections to photo@riba.org as part of the booking process. Please try to order everything in a single email request. The Photographs Curators will get in touch with you if it is not possible to give you access to all the items in your list.

Arrival at 66 Portland Place

17. On arrival at 66 Portland Place, go to the Ground Floor reception. Staff there will be taking a temperature reading and will then direct you to the third floor where the Library is based.
18. Whether you ascend by lift or by stairs, please do not go beyond the third floor.
19. To avoid accidental damage to Library collections, we ask you not to bring your own hand sanitiser into the Library or any other form of liquid and/or foodstuff.
20. A battery-operated hand sanitiser unit will be available within the Reading Room.

Arrival in the Library

21. If you are familiar with the Library you will find things have changed a little since your last visit. There are now separate entry and exit doors to and from the third floor Reading Room and the Enquiry Desk has been moved to improve visitor and staff circulation.
22. **It is now a legal requirement to wear a face mask in libraries and reading rooms, unless exempt.** Please wear your mask when seated, when you are moving around the Reading Room or other parts of the building.
23. Wearing your mask, please enter via the appropriate door. Give your name to the staff member on duty and show your ID (acceptable forms of ID appear at the end of this information sheet). Remember that bags must not be brought into the Library. If you need a locker, please ask at the Enquiry Desk. You will be directed to your pre-allocated seat.
24. You will now be able to browse the open shelves and there will be managed access to the Periodicals Room on the 4th floor. Please request access to the 4th floor, if required, at the Enquiry Desk.
25. Please be considerate to other readers when browsing the open shelves as some readers may not be comfortable with this. If a reader requests that you maintain social distancing around them while they work, please respect this decision.
26. Be aware that a public access catalogue **IS NOT** available in the Reading Room at present. If you wish to consult the Library's online catalogue you need to do so via your own mobile device. The Library offers free Wi-Fi access to the Internet in the Reading Room.
27. At the end of your appointment leave your items on your desk for re-shelving. If you would like to reserve material you have consulted for a subsequent visit, please speak to a staff member and they will advise if it is possible.
28. While library staff will be on hand to help as much as possible during your visit, please understand that requests for extra information, references etc., will also be limited by staff resources and accessibility to collection material.
29. CCTV cameras operate throughout the building, including within the Library Reading Room.

Copying facilities

30. A public access scanner will be available. Please be aware that there are no printing facilities and you will need to scan to a memory stick. We regret that staff will not be able to scan or copy items on your behalf.
31. You can purchase copy cards and memory sticks for the scanner at the Enquiry Desk using contactless payment. Please be aware that we cannot make cash transactions during this period. Alternatively, you may use a smartphone to make photographs.
32. All of your copying, whether by scanner, smartphone, or other handheld camera (tripods are not permitted) must be done within **Fair Dealing** copyright guidelines. A notice explaining your responsibilities is displayed by the public access scanner.

33. **Please note that photographic material cannot be copied or photographed**, but an on-demand digitisation service is available. Speak to Desk staff about this and they will ask one of the Photographs curators to come to speak to you.

Acceptable forms of personal identification/proof of address to bring with you

Proof of identity

- RIBA membership card or number
- UK or international driving licence
- International identity card
- Passport
- Official photo identity card from a recognised place of work or study
- Recent bank or credit card statement
- Current credit or debit card bearing your signature

NB. We recognise that not everyone has the same access to different forms of ID. If you do not have any of the above forms of identification, or cannot provide personal ID and proof of address, please contact us via Library-reopening@riba.org to see if we can help.