

Information for researchers visiting the RIBA Library at 66 Portland Place – v1.5

Last updated: 25th May 2022

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. From May 2022, access to the library is available from **Wednesday to Friday between 10.00-17.00**. No appointment is necessary, except for those wishing to consult the Photographs Collection – see below.
3. Please do not travel to the building if you have any symptoms associated with Covid-19.
4. While a locker will be made available to 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.
5. Please do not bring food or drink into the library – several cafes and restaurants are located nearby.
6. 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.
7. Please bring some means of formal identification with you. A list of acceptable forms of ID appear at the end of this information sheet.
8. Within the library browsing of open shelves is allowed and you will be able to request closed-access items on the day of your visit. Collection times for closed-access items are at noon and 3pm.

Photographs Collection booking:

9. **If you are interested in viewing photographs, you should contact the Photographs Curators directly at photo@riba.org** to book an appointment. Please note you will need to provide them with a list of items you are interested in at least three days in advance.
10. Please provide them with a 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 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 on the day of your visit.

Arrival at 66 Portland Place:

11. On arrival at 66 Portland Place, go to the Ground Floor reception. Staff there will direct you to the third floor where the library is based.

Arrival in the Library:

12. 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.
13. You will now be able to browse the open shelves and there will be access to the Periodicals Room on the 4th floor.
14. 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.

15. Be aware that there is limited access to the library catalogue in the Reading Room at present. If you wish to consult the library's online catalogue you may do so using one of three PCs or via your own mobile device. The library offers free Wi-Fi access to the Internet in the Reading Room.
16. At the end of your visit 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 this is possible.
17. 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.
18. CCTV cameras operate throughout the building, including within the Library Reading Room.

Copying facilities:

19. 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.
20. 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.
21. All 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.
22. **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@riba.org to see if we can help.