

## Information for researchers visiting the RIBA Library at 66 Portland Place – v1.7

Last updated: 1st October 2022

### General information before your visit:

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.

1. The library is open 5 days per week during the following times: **Mondays, Wednesdays, Thursdays, and Fridays: 11am – 5pm; Tuesdays: 12pm to 7pm.** The library is closed on Saturdays and Sundays, bank holidays and during the annual closure period outlined below.
2. The library will be closed for planned stock-checks and maintenance from Monday the 19<sup>th</sup> of December 2022 to Friday the 6<sup>th</sup> of January 2023 inclusive.
3. No appointment is necessary, except for those wishing to consult the Photographs Collection – see point 10. below.
4. Please do not travel to the building if you have any symptoms associated with Covid-19.
5. 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.
6. Please do not bring food or drink into the library – several cafes are located nearby.
7. 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.
8. Please bring some means of formal identification with you. A list of acceptable forms of ID appear at the end of this information sheet.
9. 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 off-site closed-access items are at noon and 3pm. On-site closed access items can be requested at any time and will be retrieved as staff resource allows.

### Photographs Collection booking:

10. **If you are interested in viewing photographs, you should contact the Photographs Curators directly at [photo@riba.org](mailto: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. Occasionally staff resource constraints may require booking items further in advance, so if you are travelling to the library from some distance or from abroad, please confirm that your photographic items will be available on arrival before you travel.

### 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 4<sup>th</sup> floor gallery.
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 a library PC 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](mailto:Library@riba.org) to see if we can help.*