Special Collections and Bill Douglas Cinema Museum Reading Room

Reading Room Regulations

Compliance with the regulations set out here is a condition of use of items in the reading room. University members are subject to the Library’s regulations by virtue of their membership of the University. Readers who are not members of the University of Exeter agree to abide by these regulations when they register with the Library through Special Collections or the Bill Douglas Cinema Museum.

- No food or drink is allowed in the reading room, and in common with all public areas of the University smoking is not allowed.

- All readers must sign in the daily register and show proof of identity. New readers who are not members of the University of Exeter must complete a registration form.

- All requests to consult items must be made through Reading Room staff, who will bring items to your desk for your use. Browsing of the research collections shelved in the reading room is allowed under supervision.

- All readers must follow the item handling guidelines on display in the reading room.

- You are normally allowed to consult a maximum of six items at any one time. You may reserve more items while you are using these, but items from the first issue must be returned before further items are brought to you.

- No coats, umbrellas, bags, etc., may be taken to your desk. The only items of your own which you may have on your desk are pencils, writing paper or a notebook, or a portable computer. If you wish to consult books which are not from the Special Collections in the reading room, you must first show them to a member of staff.

- Books and documents may not be removed from the reading room.

- All photocopying is undertaken by Special Collections staff in strict accordance with current copyright law and good preservation practice. No photocopying can be done on demand. Photography can only be permitted by special arrangement, and no flash photography will be permitted.
• All photocopies are intended for one-time, personal use of the reader who requests them. Requests for publication or display must be made in writing.

• If an item is accidentally damaged while you are using it, or if you discover earlier damage not caused by you, you must inform the supervisor at once. You will not be penalised for genuine accidental damage, but the Library reserves the right to take appropriate action if damage is not deemed to have been caused accidentally.

• When you have finished using the items you should return them to the supervisor, where they will be checked in. Please do not leave until the items have been checked – you should allow at least five minutes for this to be done.