

GEORGIAN GROUP REFERENCE LIBRARY

CONDITIONS OF USE

Location, access and admission

The Georgian Group reference library is situated in the Members' Room on the ground floor of the Georgian Group's offices at 6, Fitzroy Square, London, W1T 5DX.

- Opening hours are normally between 09.30 - 17.00 Monday to Friday excluding public holidays. Access to the library is by appointment only (tel: 020 7529 8928).
- Use of the library is free to members of the Georgian Group, whose names will be checked against the membership database prior to arrival.
- Non-members are able to use the library, at the discretion of the librarian, for which there will be at a day-rate charge of £10.00 and on production of photographic proof of identity, which must be presented to the Georgian Group on arrival.

Protection of materials

- Users of the library are required to take the utmost care of all materials. Mutilation or theft of library material is a criminal offence and will result in prosecution.
- Items which may damage the books will not be allowed into the members' room. These include (but is not limited to) food, drink, sweets, glue, bottles of ink, correction fluid, cleaning liquids, scissors, knives, razor blades, highlighter pens, adhesive tape, matches, umbrellas.
- Unless previously agreed no tracings may be taken from any of the books in the library.
- No bags or outdoor coats are allowed into the library.
- Mobile telephones and audible pagers must be switched off before entering the library.
- Smoking is not allowed in any of the Georgian Group's offices.

Security matters

- The Georgian Group library is monitored remotely by recorded close-circuit television. No bags or coats are allowed inside the library; these must be left in the administrative office at the rear of the ground floor of the offices. Pencils only may be used in the library.
- Only one bookcase will be opened at any time for use by visitors.

Safety matters

- Those using the library must comply with all emergency procedures, including evacuation of the building in the event of a fire, or for fire drills.

Copyright matters and photocopies

- Photocopies from publications in the library may be taken at the discretion of the librarian. A4 copies will be charged at 20p per copy and A3 at 25p per copy. Some antiquarian, vulnerable or fragile items cannot be copied.
- Cameras may be used for copying purposes at the discretion of the librarian.

Library assistance

Limited assistance can be given with research in the library if staff are available. This must be arranged with the librarian prior to the visit.

Librarian: Michael Bidnell

January 2006

Assistant Librarians: Kirsten McKnight, Roberto Kouyoumdjian

Agreement

I.....(Print Name)

(Address:.....

.....

.....

Agree to abide by the conditions of use of the Georgian Group library.

Signed.....