



Identification

We require all researchers to provide proof of ID and address before using our collections.

Photographic identification can be any of the following:

- driving licence (can only be used as either proof of ID or address, not both)
- passport
- National ID card
- membership card for an institution or university
- work security pass
- Travel pass with photocard

Proof of address can be any of the following:

- driving licence (can only be used as either proof of ID or address, not both)
- utility bill
- council tax bill
- bank or mortgage statement
- tenancy agreement
- letter on headed paper displaying details of short-term residence in official housing

Bills and statements can be presented as a paper copy or digitally by logging into your account and confirming the details on screen.

If you don't see the documents you were planning to bring for registration on the list above, please get in touch and we can discuss the options.

Reading room regulations – viewing archives, museum objects, rare books or special library collections

Our collections are being looked after for the benefit of current and future generations, so please treat them with great care. We ask that you observe the following:

- Make sure your hands are clean and dry before using archive or library collections.
- Gloves are **not** usually required to handle archive or library collections. A member of staff will advise if gloves are required, for example to handle photographic material.
- Gloves **are** usually required to handle museum collections.
- Use a pencil or digital device for making notes – pens are not permitted.
- Please use cushions, foam rests and other supports to protect the materials according to staff instructions.
- Food and drink (including water) are not permitted – please use Regent's Perk café or other seating areas outside the reading room for eating and drinking.
- When taking photos, make sure the flash and sounds are turned off and refrain from using tripods or other equipment.
- Access to collections is at the discretion of staff and may be withdrawn at any time.
- Please follow staff instructions at all times.