

DONALDSON ROOM REGULATIONS

Royal College of Music Library

The Donaldson Room is intended for quiet study.

Researchers visiting the library for the first time to consult special collections items are asked to bring a form of photo ID and to sign our visitors' book.

Researchers must fill in a request form for each item they want to consult. This form includes the researcher's name and signature and is kept permanently as a record of use for all special collections materials.

Much of the library's collection is old, rare and fragile and must be handled with care. To protect and preserve our collections, please observe the following:

- No food or drink is allowed in the library.
- When handling items from the special collections please ensure you have clean hands. Please remove all gloves.
- To avoid possible damage, the library limits the number of items that can be consulted at any one time.
- Avoid stretching spines of volumes as this breaks both paper and covers. For this reason, do not place books face down on tables, or force an opening.
- Please use the book rests, cushions and book snakes to support material.
- Books must not be placed on the floor.
- When consulting manuscripts and older printed books, researchers should use pencil only.
- Users must not write on open books nor place books on top of others when unwrapped. Use plain paper as a marker.
- As some inks are very powdery and pencil is easily rubbed, please refrain from touching them and do not run fingers over pages.
- You cannot photocopy or take photographs of items from the special collections without prior permission. The library can supply digital copies of items, there is a cost for this service.
- All items from the special collections must be returned to the library's main desk.
- All items must be returned to the library's main desk by 6pm, or 30 mins before the library closes, whichever is earlier.