

# The Leeds Library

## Guide to use by researchers

***All researchers must read and sign the following terms before using The Leeds Library facilities:***

1. Anyone wishing to refer to the collection must provide two forms of ID on first visit.
2. Use of the library is by appointment – please give at least 2 days' notice.
3. Bags and coats must be left at the top of the main stairs or be deposited in the lockers in the foyer. Clear plastic bags may be used to carry necessary personal belongings into the library.
4. Researchers must only work at the table provided for their use and must use the book rests and book snakes – training will be provided.
5. Researchers may use the printed, card and online catalogues.
6. All books to which the researcher wishes to refer must be listed on the appropriate form, citing the author, title, date of publication, and shelf mark: a member of staff will retrieve the book(s).
7. Drinks may be purchased and consumed in the designated refreshment area and cold food can also be consumed there.
8. All books must be used with care, taking heed of any special instructions.
9. **All notes should be made in pencil.**
10. No books should be defaced.
11. All books should be returned to a member of staff for inspection prior to departure.
12. Mobile telephones must not be used in the library.
13. Copying of items must be undertaken by a member of staff; permission will be granted based on condition and rarity of item.
14. Please inform the Librarian if any published work results from the research undertaken at the Leeds Library.

**I have read the above terms and agree to abide by them**

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_