



SOCIETY OF  
ANTIQUARIES  
OF LONDON

## Access to the Society of Antiquaries Library and Museum Collections for External Researchers

The Society of Antiquaries of London is committed to making its Library and Museum collections at Burlington House accessible to serious researchers who are not Fellows of the Society. Access is given to consult materials that are not available elsewhere.

### Catalogues

Before visiting, researchers are advised to consult our online catalogues to check that we have the materials they require.

Links to our online catalogues of printed materials and a selection of drawings and museum objects can be found at [www.sal.org.uk/library](http://www.sal.org.uk/library) and [www.sal.org.uk/museum](http://www.sal.org.uk/museum). As the Museum catalogue online is not comprehensive, please email the Museum Collections Manager in advance at [museum@sal.org.uk](mailto:museum@sal.org.uk) to enquire about the collection. Records of our printed materials are also included in COPAC [www.copac.ac.uk](http://www.copac.ac.uk). Records of our manuscripts collections are available through the National Archives Access to Archives website at <http://discovery.nationalarchives.gov.uk/>. Information about our paintings collection can be found at [www.artuk.org](http://www.artuk.org).

### Access arrangements

Researchers should make an appointment beforehand for all visits. We cannot guarantee that research visits at short notice or without an appointment can be accommodated.

Please contact the Library ([library@sal.org.uk](mailto:library@sal.org.uk)) for enquiries about printed materials, archives, manuscripts and prints and drawings or the Museum ([museum@sal.org.uk](mailto:museum@sal.org.uk)) for enquiries about objects and paintings with as much detail as possible about your research and what you wish to see. Recognising that researchers may travel long distances to consult our collections, we want to make every effort to maximise the effectiveness of your visit. We will endeavour to provide you with access to the materials you request. Occasionally, however, it may not be possible, for example, if an item or object is too fragile to be handled, or it is out on loan.

The Museum collections are held within closed stores so prior notice is essential. Some of the Library collections and all the Society's archives are closed access or take time to retrieve, so researchers should give as much notice as possible if they wish to consult those materials.

External researchers are permitted to use any part of the Library reading room and the public facilities on the ground floor, but are not permitted to access any other part of the building. Materials will be brought to them in the main reading room. External researchers are not permitted to borrow books from the Library.

The Society does not charge for access to its Library and collections, but fees for photocopying, reproduction and publication permission are applicable.

Those proposing to undertake a research project using the Society's collections are advised to discuss their research with the Head of Library and Collections before making any grant proposals or beginning their project.

### **Opening hours**

The Library is open Monday - Friday, 10am - 5pm. On Thursdays, it is heavily used by Fellows, and we recommend that you avoid visiting on that day.

The Museum Room is open to appointments Monday - Friday, 10am - 5pm (closed 1pm - 2pm).

Please note the Society's premises, including its Library and Museum collections, usually close for the month of August. Details of all planned closures are on the Library pages of the website.

### **The research visit**

All researchers must bring with them formal identification that includes their postal address and photo ID. Students, including PhD researchers, must provide a letter from their tutor.

Bags cannot be taken into the Library or the Museum Room. Only materials needed for research, including pencils, papers and research notes may be kept with you. Laptops may be used. No food or drink may be taken into the Library or the Museum Room. Researchers must follow instructions from staff regarding the handling of documents, printed materials and objects.

### **Photography**

It is usually possible to take reference photographs (without flash) for private study only. Permission to take photographs should be sought before your visit. The Society can provide high-quality photographs for publication purposes for a fee.

### **Publication and Copyright**

Permission to consult materials or take photographs for research purposes does not convey the right to reproduce or publish.

The reproduction or publication of materials and objects belonging to the Society requires both copyright permission from the Society and payment of a fee or other costs, and an appropriate acknowledgement.

Extensive quotation from archival documents with appropriate acknowledgement to the Society is allowed.

Researchers will be asked to provide the Society with a complimentary copy of their completed work or any publication about the Society or based on its collections.

### **Disabled access**

The Library is located on the first floor on several levels and the Museum Room is on the third floor. There is a lift, but access for wheelchair users or those who cannot manage stairs is limited.

### **Support the Library**

Our Library Plan aims to give researchers of all kinds access to the riches of the Library whether they are in the workplace, or home, as well as in the Library. We want to share our unique collections for research, learning and inspiration. If you would like to support us please contact the Head of Library and Collections or go to [www.sal.org.uk/fundraising/](http://www.sal.org.uk/fundraising/)

June 2017