



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. A list of our catalogues is available on the Society's website:

<https://www.sal.org.uk/collections/explore-our-collections/search-the-catalogues/>

Our archives, manuscripts and museum collections are in the process of being consolidated into a single search portal:

<https://collections.sal.org.uk/home>

Printed books, offprints and ephemeral publications can be searched in the Library catalogue:

<https://library.sal.org.uk/>

Our catalogue records for printed material are also available through Library Hub Discover:

<https://discover.libraryhub.jisc.ac.uk/>

A select catalogue of prints and drawings and museum objects is can be searched here:

https://archaeologydataservice.ac.uk/archives/view/SoA_images/

As the online Museum catalogue online is not comprehensive, please email the Museum Collections Manager in advance at museum@sal.org.uk to enquire about the collection.

All of the Society's paintings at Burlington House and Kelmscott Manor can be viewed on ArtUK:

<https://artuk.org/visit/collection/society-of-antiquaries-of-london-2055>

Access arrangements

Researchers must make an appointment beforehand for all visits. We cannot guarantee that booking requests at short notice can be accommodated as spaces are limited.

Please contact the Library (library@sal.org.uk) for enquiries about printed materials and prints and drawings, the Archivist (archives@sal.org.uk) for enquiries about archives or manuscripts or the Museum (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.

Researchers will be guided to a designated seat in the Library reading room and may use the public facilities located 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 Museum Collections before making any grant proposals or beginning their project.

Opening hours

The Society premises usually close annually for the month of August. However, to compensate for the long closure periods during lockdown, we will be opening the Library on **Wednesdays** in August 2021 from 10-5pm (4th, 11th, 18th, 25th August).

From September, the Library will be open Tuesdays, Wednesdays and Thursdays, 10-5pm.

All external researchers must contact us in advance to arrange a visit. Please email us at library@sal.org.uk.

Access to the Museum is by appointment only. To book a visit please email museum@sal.org.uk.

The research visit

A QR code for the NHS Track and Trace app is displayed at the entrance to Burlington House. We ask all visitors to scan it before entering the building, or to leave their details on paper at the door. There is no requirement to wear a face covering, though we recommend wearing one whilst moving around the building.

Good hygiene practices must be observed at all times and researchers must ensure they wash their hands thoroughly before entering the Library or Museum Room. Hand sanitisers are provided at various designated points around the building, including at the entrance.

All researchers must bring with them formal identification that includes their postal address and photo ID.

No food or drink may be taken into the Library or the Museum Room. Bags and coats should be left in the cloakroom on the ground floor, underneath the main stairwell to the Library. Toilets can also be found on the ground floor.

Researchers must follow instructions from staff regarding the handling of documents, printed materials and objects. Pencils (no pens) must be used for notetaking when manuscripts, archives, and historic printed material are being consulted. Researchers are welcome to bring laptops, tablets or other electronic devices, though we kindly ask the sound is switched off.

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. Please see our website for the Image Request form:

<https://www.sal.org.uk/collections/explore-our-collections/images-photocopying/>

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.

Enquiries about the Image Service should be directed to images@sal.org.uk

Disabled access

The Library is located on the first floor and the Museum Room is on the third floor. There is a lift, but as the Library does not have step-free access from the lift, please inform us in advance if you have any mobility requirements so staff can assist with fitting a ramp.

Support the Library

Our Library Plan aims to give researchers of all kinds access to the riches of the Library, whether they are visiting in person or accessing the collections from home or in the workplace. We want to share our unique collections for research, learning and inspiration. If you would like to support the Library, please contact the Head of Library and Museum Collections or go to

<https://www.sal.org.uk/support-us/>

August 2021