



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

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

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

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

Records of our paintings, prints and drawings, seals, manuscripts, and archive collections are available through our collections portal <https://collections.sal.org.uk/home>.

The portal is a work in progress and not comprehensive. Please email the Museum Collections Manager in advance at [museum@sal.org.uk](mailto:museum@sal.org.uk) or the Archivist at [archives@sal.org.uk](mailto:archives@sal.org.uk) to enquire about the collections.

### **Access arrangements**

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

Please contact the Library ([library@sal.org.uk](mailto:library@sal.org.uk)) for enquiries about printed materials, and prints and drawings, the Archive ([archives@sal.org.uk](mailto:archives@sal.org.uk)) for enquiries about archives and manuscripts 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.

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 strongly 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 Library is open Monday to Friday from 10am to 5pm.

Access to the Museum is by appointment only. To book a visit please email [museum@sal.org.uk](mailto:museum@sal.org.uk).

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 a photo ID such as a passport or driving licence.

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 and the Museum Room is on the third floor. There is a lift, but as access around the building is limited, please inform us in advance if you have any mobility requirements so we can ensure the lift will be available for your visit.

### **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 Museum Collections or go to <https://www.sal.org.uk/support-us/>.

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