



VWML USER GUIDELINES

The staff of the Vaughan Williams Memorial Library endeavour to make the rare documents and books in our care available to researchers and to preserve the information they hold for future generations. The collections are available for use without fee by members of the English Folk Dance and Song Society; all others will be charged a daily use fee.

The researcher is required to read and sign these *User Guidelines* before original materials will be made available. By signing this form, the user agrees to observe the following guidelines:

1. All users of the library must register by signing the user visitor's book daily.
2. Personal belongings are to be kept separate from the research materials. There are lockers available in the building for the safe storage of personal belongings. The Library staff reserves the right to search bags.
3. Please switch off your cellular phone. If you must make a call please step outside the library.
4. Food, drink, and smoking are not permitted in the research area.
5. Collections must be kept in their present arrangement; loose pages will stay in order if turned like pages in a book.
6. Please observe a "one box, one folder" rule. That is, have only one box at a time open on your table and only one file folder or envelope out of that box.
7. Users will be required to wear gloves (supplied by the library) while handling rare books, photographs, and other archival materials.
8. All materials must be handled with care; they must not be leaned on, written on, folded, or otherwise handled in any way likely to damage them.
9. Do not insert sticky notes (Post-it notes), or paper clips, as these will damage the materials. To mark your place, use papers provided by the library.
10. Please take notes in pencil, the use of ink is prohibited.
11. Theft, destruction or mutilation of the materials is a crime. Please report any damage or misfiling observed in the materials to a member of staff.
12. Photocopying may be permitted, if it is in accordance with donor agreements and copyright restrictions, and the item is not fragile, exceptionally valuable, or too large. When allowed, it is limited to single copies for the user's reference use only. Ask a member of staff for permission and assistance.
13. These materials are provided for reference use only. The user agrees to publish no portion of them without the written permission of the library and assumes sole responsibility for any infringement of the literary rights, copyrights, or other rights that pertain to these materials.
14. The user agrees to give the library a complimentary copy of any publication relying heavily on its collections.
15. Unless journal styles require otherwise, citations should follow this format: Identification of item, *Collection Name, container and file-folder or envelope location, Vaughan Williams Memorial Library*
16. In case of an emergency, staff will issue instructions to anyone in the research area.
17. Remember that the members of staff are here to help. Please let us know if we may assist you.

I have read and understood the above guidelines:

Signature _____ Date _____

Items consulted:

- 1.
- 2.
- 3.