

CONWAY HALL

HUMANIST LIBRARY AND ARCHIVES

Notes for Readers

Location

The Library is on the first floor of the Society's building, Conway Hall, which is a Grade II listed building. We regret that there is no wheelchair access. Alternative arrangements can be made for disabled users to consult Library resources.

Opening Hours

The Library is normally open to members and the public on Monday to Friday from 10am to 5pm, and on evenings and weekends by appointment. It is closed on public holidays and over the Christmas/New Year period. Due to staffing restrictions, readers are advised to make an appointment to ensure that the Library will be open when they plan to visit and that the material they seek is available. Appointments may be made by letter, phone or email.

Library Rules

- On their first visit, Library users must complete a Reader Registration Form, and must produce photographic ID, proof of address and proof of membership, if applicable.
- Readers must sign the Visitors' Book at the entrance to the Library every time they visit.
- Bags and coats must be left in the lockers in the Library storeroom.
- Access to archives requires prior notice, as some items may not be available at short notice.
- Table lamps should be switched off when not in use.

Conduct

- Theft, mutilation of materials or any other deliberate acts harmful to the collections will result in the immediate withdrawal of reader privileges and a demand for reimbursement. Serious offences will result in prosecution.
- Readers should be considerate towards others in the Library, and should behave in a way that does not disturb them or prevent them from carrying out their research.
- The use of mobile phones and personal stereos in the Library is not permitted.
- Food and drink, other than water, must not be consumed in the Library.

Handling Library resources

- The use of pens is forbidden when archives are being consulted. Pencils can be provided on request.
- Book support pillows and book weights will be provided when the Librarian deems it necessary, and should be used as instructed.
- Unbound and flat items must be placed flat on the tabletop.
- Photographic material must not be removed from the clear plastic sleeves provided.
- Items must not be marked in any way, and must not be leant on while reading.
- Notebooks or other papers must not be laid on documents while taking notes.
- Files of loose items must be kept in the order in which they are issued.

Facilities

- Laptop computers may be used in the Library. Power sockets for laptops are available and the Library is wi-fi enabled. Please ask the Librarian for the access code. All use of personal electrical equipment is at the user's own risk.
- Separate guides are available to the Library's holdings of archives and manuscripts, art works, journals, obituaries, the Hawkins Chamber Music Collection, and the Library's acquisitions policy.
- There are no catering facilities at Conway Hall, but Holborn is amply supplied with cafes and restaurants.

Loans to Members

- As long as they reside in the British Isles, members of the South Place Ethical Society and its kindred organisations may borrow up to three books for one month, renewable if not required by another user. Books can be borrowed by Recorded Delivery post, postage both ways to be paid by the borrower.

- Borrowers who fail to return or renew a book at the end of its loan period will have their borrowing privileges withdrawn. Borrowers who lose a book, or return a book in a damaged or otherwise unusable condition, will be liable to pay for a replacement copy at the current market price or professional valuation.
- Archives, journals, photographs and other non-book materials cannot be borrowed. Rare, fragile and damaged books cannot be borrowed.

Electronic resources

- The Librarian will be pleased to give readers instructions in the use of the Library's computer catalogue.
- Wireless internet access is available in the Library. Please ask the Librarian for the access code.
- Online public access catalogue (OPAC) terminals are also provided; use of these is restricted to sources of information relevant to research. Recreational internet use and access to external email accounts are not permitted on the OPACs.