

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 Tuesday to Thursday from 10am to 5pm. 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.
- In registering to use the Library, you agree to accept our Terms of Use.
- If you change your name and/or address please tell us so that we can maintain your registration.
- Readers must sign the Visitors' Book at the entrance to the Library every time they visit.
- Access to archives requires prior notice, as some items may not be available at short notice.

Conduct

- You are responsible for all items issued to you until you return them to staff.
- 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.
- You may use laptop computers in the library, and you can take mobile phones into the library rooms, but the sound must be turned off and you should not make or receive phone calls in the library.
- You may use personal audio equipment with headphones but please ensure it is not audible to other readers.
- Food and drink, other than bottled water, must not be consumed in the Library.
- You bring personal property into the library at your own risk.
- Please follow the instructions given by staff for the safety and security of the collections and buildings and for your own personal safety. In the event of emergency evacuation, follow the directions of staff.

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

- The library has free Wi-Fi access. All use of personal electrical equipment is at the user's own risk.

- We have a multicopier for scanning, emailing and copying documents which staff.
- 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 Conway Hall Ethical Society and its kindred organisations may borrow up to three items 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.
- Members will be charged the replacement cost plus a £10 administration fee for material that has been lost or is not returned within twelve weeks of the due date. If a library member is unable to return an item by the due date it is their responsibility to inform the library of the reason and the expected date of return.
- Archives, journals, photographs and other non-book materials cannot be borrowed. Rare, fragile and damaged books cannot be borrowed.

Electronic resources

- Library staff will be pleased to give readers instructions in the use of the Library's computer catalogue.

Data protection

- You must ensure that you use any information relating to living individuals that you find in our collections in accordance with the Data Protection Act, 1998.
- We will use the information you provide in accordance with the Data Protection Act 1998. The information you have given on this form will only be processed for the purpose for which it has been given and will not be used for any additional purposes without your consent.