



READING ROOM REGULATIONS

To help preserve the collections, readers are not permitted to remove any collection items from the Reading Room.

If you require any assistance handling material, please ask a member of staff. In particular:

- Please do not fold, lean on, mark, disassemble or damage any items. You are welcome to take laptops, pencils and notebooks into the Reading Room.
- Please leave the following items in the lockers provided: bags, coats, umbrellas, pens, food, drink, scissors, correction fluid, post-it notes, sellotape, knives, lighters, matches.
- Please use the book supports provided for reading bound volumes. If you are looking at original photographs, illuminated manuscripts or objects please use the gloves provided.

Please keep items in order and help us by informing the invigilator on the desk if anything appears to be damaged, missing or out of place.

Please return items to the invigilator if you are leaving the Reading Room and ask if you want them kept for your return.

The Reading Room is designated for silent work; please use the Reception area for conversations.

Many of our collections may be photographed, or can be scanned using our self-service facilities. Please ask staff for further information.

TO BE COMPLETED BY READERS WHO ARE **NOT** STAFF OR STUDENTS/RESEARCHERS OF THE UNIVERSITY OF EDINBURGH

Full Name: \_\_\_\_\_

Yellow Library Card Number: \_\_\_\_\_

If you do not have a library card and are visiting on a 1 Day Pass, please provide the following information:-

Permanent Address: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

TO BE COMPLETED BY READERS WHO **ARE** MEMBERS OF THE UNIVERSITY OF EDINBURGH (BLUE CARD)

Staff / Student Number: \_\_\_\_\_

TO BE COMPLETED BY **ALL** READERS

DECLARATION

I agree to abide by all CRC regulations. I also agree to abide by current applicable legislation, particularly with regard to Copyright and General Data Protection Regulation. I agree to abide by Edinburgh University Library and Computing regulations. I will not transfer my CRC readers ticket to anyone else. I understand that if I do not comply with this agreement, my reader's privileges may be withdrawn.

**Privacy Statement** - Information about you: how we use it and with whom we share it

The information you provide will be used by the Centre for Research Collections to maintain a record, for security auditing purposes, of individuals who have been given access to the University's unique cultural and heritage collections.

We are using information about you because you have given us your consent by signing this registration form below. We will hold the personal information you provided to us for 2 years.

If you have any questions, please contact: CRC Services Manager [is-crc@ed.ac.uk](mailto:is-crc@ed.ac.uk)

This privacy statement is continued at: [edin.ac/privacy](http://edin.ac/privacy)

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I would like to receive emails about the CRC's Events and Exhibitions

CENTRE FOR RESEARCH COLLECTIONS, Main Library, University of Edinburgh, George Square, EH8 9LJ

T +44 (0)131 650 8379 E [is-crc@ed.ac.uk](mailto:is-crc@ed.ac.uk) W [www.ed.ac.uk/is/crc](http://www.ed.ac.uk/is/crc)

Opening Hours: Monday to Friday 9am - 5pm

(open to 7pm Monday to Wednesday during semester time)

If you require this document in an alternative format, please contact us at the above address.

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