

Reading Room Rules

1. Readers must complete a 'Research Form' giving their name, address and an accurate description of the purpose of their research before gaining access to the RE MLA collection.
2. Readers accessing the Library and Archive will have to go through MOD security on the main gate of Brompton Barracks. Photographic ID (passport or driving license is required).
3. Food and drink is not permitted.
4. Pens are not permitted, pencils are provided.
5. When removing material from the shelves **do not pull** the spine but reach behind and push the book from the centre of the text block.
6. Photocopy can be undertaken but only if it will not damage the item concerned. We are unable to photocopy complete works and must have a signed disclaimer stating the purpose of copying is for research only. A charge will be made for this service.
7. Photography for reference is permitted on some items in the collection and RE MLA staff will give advice as to what is acceptable (e.g. object handling techniques and the use of flash photography). This must be 'snapshot' photography as camera stands, tripods and additional light sources are forbidden. A disclaimer stating that the purpose of copying is for research only must be signed before this work is undertaken.