Rules and guidelines for Special Collections researchers

• The Upper Library reading area is for manuscripts and rare books only unless in exceptional circumstances.

• All readers are required to provide proof of identity when first registering to use Special Collections. UK visitors should bring photographic ID and proof of address. Visitors from overseas will need to bring a valid passport.

• Limited reader spaces are available, and you must give a minimum of three working days’ notice when booking an appointment.

• Readers should be aware that the Library entrance hall is monitored by CCTV at all times.

• Christ Church reserves the right to refuse access to certain classes of materials including intrinsically fragile items and items undergoing conservation treatment or in an exhibition.

• Bags, umbrellas and outer coats are not allowed in the Upper Library. Christ Church cannot accept any responsibility for personal belongings.

• Eating, drinking, and smoking (including e-cigarettes) is not allowed in the Upper Library.

• Readers are responsible for all materials that they are consulting. Please ensure that you handle items with extreme care, and with clean hands. Materials must be kept in their correct order. On no account may they be removed from the Upper Library.

• Notes may be taken in pencil only. Never mark the materials in any way. Report any damage to Special Collections items.

• Do not rest anything on items, bend back spines, or press hard to open materials. Avoid resting anything such as notes and laptops on the material. Appropriate supports and weights will be provided by the supervisor.
• Photography is only allowed at the discretion of the supervisor and on completion of the necessary form.

• It is the responsibility of the reader to obtain permission to publish from the copyright holder prior to publication of any material held in Christ Church collections.

• In order to meet Christ Church’s obligations under data protection legislation, any records containing Special Category Data (as defined by the GDPR) relating to living individuals may not be copied either by or for researchers. This includes digital photography.

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