



Researcher Registration Form

Library Research Service

Dr Mr Mrs Ms Miss Other (please specify):	
Surname:	First name:
Address:	
Telephone number:	
Email address:	
<p>I confirm I have read and agree to abide by the RHS Libraries Research Collections Conditions of Access and Use.</p> <p>Signature: _____ Date: _____</p> <p>General Data Protection Regulation (GDPR): By signing this form, you enter into an agreement with RHS Libraries to abide by their conditions of access and use of the research collections. The information you provide will be used for the purpose of administering and monitoring your usage of, and satisfaction with, the RHS Libraries services only. Your information will be securely held by the RHS Libraries for two years under GDPR compliance and then securely destroyed. The RHS Privacy Statement is available to read on our website: https://www.rhs.org.uk/privacy</p>	
LIBRARY STAFF USE ONLY	
Type of ID seen: 1. _____	
2. _____	
Researcher Welcome Pack provided? Yes No	
Registered by: _____	
Date added to SIRSI: _____	
Notes:	

Please complete this form with your details and return to Library staff.

Research Collections

Conditions of Access and Use

RHS Libraries aim to ensure that staff and researchers are able to work in a manner that preserves the collections for present and future users, and maintains an environment in which readers can study our collections effectively. Please read and abide by the conditions of access and use below.

Booking an Appointment to use the Research Collections

You do not need to be an RHS Member to visit RHS Libraries or to use the research collections.

To book an appointment to use the research collections across the RHS Libraries please see our Research page: <https://www.rhs.org.uk/education-learning/libraries-at-rhs/library-services/researching>

Registering as a Researcher at RHS Libraries

All those wishing to access and use the research collections must first register with RHS Libraries as a researcher. Personal information taken during the registration process will be securely retained for two years, after which time returning researchers will be asked to re-register with RHS Libraries. These steps ensure that any information we hold on our researchers is relevant and up-to-date.

The RHS Privacy Statement is available on our website: <https://www.rhs.org.uk/privacy>

Registered researchers will be asked to present one form of identification on each returning visit before accessing the research collections.

Personal possessions

- You may take into the research room:
 - Notebooks, pencils, laptops, tablets/iPads, mobile phones (switched to silent), non-professional cameras, and relevant device chargers.
 - Your own research notes, but you must ensure these are kept separate from all library materials.
- Your belongings (coats, bags etc.) must be stored in a designated secure area, as directed by library staff.
- You must comply with requests for inspection. Staff may ask you to open your personal possessions (including bags, folders, sealed envelopes etc.) at any time.

Consideration for others

- Please be polite and considerate towards staff and other researchers.
- If you need to talk, please do so quietly.
- Laptops, mobile phones and cameras must be on silent, and headphones inaudible to other researchers. Phone calls must not be made or received in the research room.
- If the use of your equipment disturbs other researchers, we will ask you to stop using it.

Care and handling of the collections

- You are personally responsible for items issued to you while in your care.
- Please read and observe our guidelines for the care and handling of our collections: *RHS Libraries Research Collections: Handling and Photography Guidelines*. If you have any questions please consult Library staff.
- You must comply with our arrangements for the issue, handling and return of collection items.
- You must maintain the original order of all papers in archive folders.

- You may not write on, mark, or use adhesive notes on any item from the collections.
- Items that could harm the collections are not allowed in the research room. These include foods, liquids (including water), blades, pens and adhesives.
- You must not remove any research collection item from the research room.
- Deliberate damage to, or theft of, Library material is a criminal offence and may result in prosecution.

Copying from the collections

- It is your responsibility to ensure you comply with current UK copyright legislation.
- Researchers are liable for any copies they make which infringe copyright, intellectual property or other proprietary rights. See the Copyright Licensing Authority's website (www.cla.co.uk) for further information.
- It is your responsibility to ensure you comply with current UK GDPR legislation.
- The principles of the General Data Protection Regulation (GDPR) may apply to the use of any information relating to living individuals obtained from our collections. Current UK data protection laws must be complied with. For guidance on GDPR see www.gov.uk.
- Photography is often allowed for private study or non-commercial research. Before taking any photos please ask staff for a Photographs for Private Study and Research form.
- You may not use professional or additional photographic equipment.
- Photocopying or scanning of older or fragile material is not permitted. If you do not wish to take your own photographs, such material may be requested from the RHS Libraries' image supply service. Please speak to Library staff.
- Images for any form of reproduction or publication (including websites and presentations) must be requested from our image supply service.
- Portable storage devices or software must not be used on the Library network or with the Library's computers

Safety

- You must follow all emergency procedures, including the evacuation of the site in the event of a fire, or a fire drill, as directed by Library staff.

Comments and disclaimers

- We aim to provide an excellent service. If you would like to comment about any aspect of RHS Libraries and their services, please email library@rhs.org.uk, or write to: Head of Libraries and Exhibitions, RHS Lindley Library, 80 Vincent Square, London SW1P 2PE.
- The Library does not accept liability for the loss of, or damage to, personal property or equipment, however caused.
- The Library does not accept liability for any financial losses or incurrences if appointments to visit the Library or research room are required to be cancelled due to unforeseen circumstances, however caused.
- In cases of extreme violation of the above conditions RHS Libraries may withdraw access rights from individuals.
- The Library reserves the right to add to or amend these Conditions of Access and Use as required.



Research Collections

Handling and Photography Guidelines

By following these directions, you will help us to ensure that the precious materials we hold within our collections will be available to researchers for many years to come, and your co-operation is very much appreciated.

Handling of the Research Collections

By registering to use the collections you agree to follow our guidelines on handling all materials with the utmost respect and care. If you have any questions at all about handling the material issued to you, please ask Library staff for assistance or a demonstration.

- You are personally responsible for items issued to you while in your care
- Wash your hands before handling material
- Turn pages slowly by their edges and with care, avoiding touching printed text or images
- Touch documents as little as possible
- Do not press down or flatten items with your hand
- Only use pencils for making notes
- Use cushion or foam cradles to support books to open at an angle of no more than 120°, adjusting the supports as you move from the front to the back of the book
- Use supplied weights to hold documents or pages in place.
- Avoid placing books/files on top of one another, or leaning on them when writing
- Only use the acid-free paper strips to mark your place (available in the research room).
- Use an acid-free paper strip to follow lines of text, if needed
- Staff will remove pamphlets from their sleeves before handing them to you
- Keep all single sheets inside their protective sleeves, including when taking photographs
- Ask staff for assistance with heavy or bulky items

Older book spines can be easily damaged. When taking books off the shelves hold the book in the middle of the spine and reach over the top of the book, pushing the volume towards you by its fore-edge, or push volumes on either side towards the back of the shelf to grasp the spine of the book.

Photographing the Research Collections

Most material may be photographed. However, original artworks may not.

By registering to use the collections you agree to follow our guidelines on photographing all materials in consideration of UK copyright and General Data Protection Regulation law and usage.

- Most of the Library's material is protected by copyright law, and it is your responsibility to ensure you comply with current UK copyright legislation. See the Copyright Licensing Authority's website (www.cla.co.uk) for further information.
- Permission to photograph documents is based on an assessment of the condition of the item only. It does not constitute permission under copyright law. Library staff are not experts in copyright law and cannot give advice.

- The principles of the General Data Protection Regulation (GDPR) may apply to the use of any information relating to living individuals obtained from our collections. Current UK data protection laws must be complied with. For guidance on GDPR see www.gov.uk.
- If you need copies (photographs) of items for private study or research for a non-commercial purpose only, please follow these guidelines:
 - Published works within copyright
Periodical – one article per issue
Books – one chapter or extracts up to 5% of the book
 - Unpublished works within copyright
You can make a single copy of the entire work, unless prohibited by the rights holder. A digital copy of the work must not be reproduced or published (including websites and presentations).
More information can be found here: <https://www.gov.uk/guidance/exceptions-to-copyright>
- You should:
 - Ask the member of staff on duty before taking any photographs
 - Complete a Photographs for Private Study and Research form, listing all photos you take
 - Handle all material with care, following our guidance
 - Keep material in its protective sleeves
- You may not press down, rearrange or manipulate items to get a better photograph
- You may not use professional or additional photographic equipment (e.g. tripods)
- You may not use flash in the research room.

RHS Libraries Image Supply Service

Low resolution photographs for private study or non-commercial research use can be requested from the RHS Libraries. Higher-quality images intended for reproduction must be requested from the RHS Libraries. Please give as much notice as possible. Contact library@rhs.org.uk for current fulfilment times and costings.