

Royal Air Force Museum Reading Room Regulations

1. The collections are available for reference purposes only.
2. The Reading Room is normally open to researchers on Wednesdays and Thursdays 10am-4pm.
3. Appointments to use the Reading Room should be made in advance. To avoid a wasted journey, readers should describe their requirements in detail when making appointments, in case the Museum is unable to help. Advance requests to view items can be made – this is limited to 20.
4. **Briefcases and other bags must be left in the lockers provided.** Readers who need to bring in their own books, documents, photographs etc. must declare them to a member of staff on arrival, to avoid confusion; the Museum reserves the right to search visitors' papers at any time.
5. Readers will be issued with a special badge, which must be worn at all times and returned to Reception on departure.
6. Although readers need not be escorted to and from the Reading Room, they should notify a member of staff before leaving the room for any purpose.
7. Readers may use the indexes and microfilms provided in the Reading Room; the member of staff on duty will undertake searches of the electronic catalogue.
8. Entry to the storage areas and office is limited to Museum staff only.
9. Requests for documents during the visit can be made, on the relevant form, before 12.00 or after 14.00. Last orders are accepted at 15.30.
10. Readers may consult no more than three items or one file of papers at a time. Items that are closed to the public will not be produced for researchers without the permission of the appropriate authority.
11. Documents which are in a fragile condition or which have not yet been catalogued will only be produced for readers with the agreement of the Archive, Library and Research Manager-
12. Documents must not be taken out of the Reading Room without permission.
13. Readers must sign a copyright declaration before items in copyright can be copied.
14. Photocopying of material is available at the staff's discretion and is subject to a charge. "While you wait" copying depends on staff availability, and a limit on the number of items to be copied may be necessary.
15. Staff will not make copies which breach Copyright regulations, or where copying is likely to damage the original document. Permission must be sought from the copyright holder before any item is reproduced for commercial purposes.
16. Readers may use cameras to copy material that is Crown Copyright, designated as Public Records, copyright is held by the Museum or within the limit allowed by Copyright legislation. There is a charge for camera use.
17. Please consult a member of staff before using a camera. The use of tripods and/or flash is not permitted, and any audio signal emitted by the camera must be turned off. The use of scanners is not permitted.
18. Smoking, eating and drinking within the Reading Room are strictly prohibited. Mobile telephones should not be used in the Reading Room.
19. Notes should only be made in pencil, but researchers may use equipment to make notes, provided this does not interfere with other researchers. Documents or Departmental equipment must not deliberately or carelessly be marked, defaced or damaged- the Museum will seek compensation from those responsible for any such damage.
20. Researchers who fail to observe the above conditions may be asked to leave the Reading Room and may be denied access in the future.