

NMMS Reference Library Rules

- Be respectful to other Library users. Please talk to and share information with others present who are interested but remember that some people may be working and trying to concentrate.
- Always use clean, dry hands when handling items in the Library.
- Do not handle items after using hand sanitiser. If you have used sanitiser please use the nearby toilets to clean your hands with soap.
- Handle books and other library materials with care and do not fold or dog ear pages. Follow any additional instructions you may be given e.g. if a book needs to be viewed in a book cradle or if you need to wear gloves to handle a particular item.
- Do not use pens in the library. Always use a pencil and do not write on any library materials.
- If you need to make or receive a phone call, please step out of the Library into the foyer.
- Do not eat or drink in the Library. You may use the seating area outside the library to do this. There is a fridge in which you are welcome to store food.
- You are welcome to browse the Library and look at any material that is of interest, but please ensure you put it back where you found it.
- If you take any items away from the shelving to work with at a desk, please leave these for a member of staff or a volunteer to re-shelve.
- If viewing loose sheets of paper, ensure you retain the original order.
- Please do not remove any materials from the library.
- Please respect copyright law – a good rule of thumb is that you may photocopy one chapter or article from a book or issue of a journal, or 10% of the book or issue of a journal, whichever is greatest.
- You may use a camera or scanner to take images of Library material, but please remember that the same copyright law applies as for photocopying.
- If a publication results from your research, please deposit a copy in the Library for future use.
- Please ask a member of our team if you wish to photocopy or photograph an item.