



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.

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