

Welcome to the Lindley Library Wisley

Using the research and reference collections

Wisley Garden Library is open to all garden visitors. It provides a welcoming environment for quick research and browsing. RHS Members may borrow books from this library. The science research collections in the Laboratory Building are for reference only. Subject to the conditions below, the science research collections may be used by both members and non-members.

Conditions of use for accessing the science research collections in the Laboratory Building

The Lindley Library needs to: ensure that staff and readers are able to work in a safe environment; preserve the collections for present and future users; and maintain an environment in which readers can study our collections effectively. Members will need to show their RHS membership card or Lindley Library membership card each time they wish to access the research collections. Non members will be required to show two forms of identification: proof of identity and proof of address. You will need to register to use the research collections. You do this by reading and agreeing to the conditions on this leaflet and by filling out the form overleaf. If you need special assistance to use the Library or to fill out the form, please speak to a member of staff.

Consideration of others

1. Please be considerate towards staff and other readers. If you need to talk, please do so quietly.
2. Mobile phones and pagers must be turned off or to silent mode when in the Library.

Preserving the collections

Please observe these guidelines for the use of collections. More detailed guidelines will be outlined by a member of staff.

3. You must take the utmost care of all material in the Library's collections. Damage to or theft of Library material is a criminal offence and may result in prosecution.
4. You must not remove any reference collection item from the research room.
5. Items that could harm the collections are not allowed in the research room. These include: pens, food, drink, sweets (including cough sweets), chewing gum, glue, bottles of ink, correction fluid, cleaning liquids, scissors, knives, razor blades, highlighter pens, scanner pens, adhesive tape and umbrellas.
6. You may not:
 - write on, mark or use post-it notes on any item from the collections.
 - use personal scanners or copying devices on any item from the collections.
 - smoke anywhere in the building.
 - make tracings or rubbings of any collection item.
7. You must comply with the arrangements for the issue and return of collection items; instructions are clearly displayed in the research room.
8. You must return all collection items to a member of staff at the desk from which they were issued.
9. You are responsible for the safekeeping of collection items at all times when they are in your use.

Security

10. Personal possessions
 - All bags and other possessions should be left with a member of staff. No possessions are allowed in the research room except:
 - folder/notebook and pencils.

- a laptop but not a laptop bag (unless it is a clear plastic bag).
- You must comply with requests for inspection: staff may ask you to open your personal possessions (including bags, sealed envelopes) at any time.
- Coats and jackets can be stored in the computer room.

Safety

11. 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

Computers and other technical equipment

12. If the use of your equipment disturbs other readers, we will ask you to stop using it.

13. Headphones can only be used if the sound issuing from them is not audible

Copying the collections

14. You must comply with current UK copyright legislation. See the Copyright Licensing Authority's website (cla.org.uk) for further information.

15. You must follow the copying instructions displayed in the research room.

16. Copies of Library materials may only be made using the Library's copying facilities.

Cameras

17. Cameras are not permitted in the research room, unless by prior arrangement. Flash is not permitted at any time.

Comments and disclaimers

18. We aim to provide an excellent service. If you would like to comment about any aspect of the library and its services, please email library@rhs.org.uk, or write to: Head of Libraries & Archives, Lindley Library, RHS Garden Wisley, Woking, Surrey GU23 6QB.

19. The Library does not accept liability for the loss of, or damage to, personal property or equipment, however caused.

Research Registration. Please complete form (capital letters), then sign and date.					
Please circle one: Dr Mr Mrs Ms Miss Other (please specify)					
Surname:			First name:		
Please tick as applicable: 1.RHS Member 2.Non-member 3.RHS Volunteer 4.RHS Trainee 5.RHS Staff					
Address:			Telephone no:		
			Email address:		
			Membership No (if applicable)		
Would you like to receive the Library Newsletter and updates by email? Yes No					
I agree to abide by the conditions of use for the Lindley library research collections					
<i>Signature:</i>			<i>Date</i>		
Library use only					
Registered by		Identification: 1. 2.			