

# IMPERIAL COLLEGE ARCHIVES

## Reading Room Regulations

Admission to Imperial College Archives is by appointment only to bona fide scholars; prior proof of status, proof of identity, and a description of the research project are all required. Please notify us in advance of any special access requirements.

Material from the College Archives must be respected by the researcher. Researchers must abide by all regulations and the opening hours.

Acceptance of an appointment at the College Archives is deemed acceptance of these Regulations.

**Opening Hours:**  
**Monday to Friday**  
**10 am – 4pm**

N.B. Opening hours are at the discretion of the Archivist and may be subject to alteration.

- No eating, drinking, or smoking is allowed.
- Pencil only is to be used. No ink or correction fluids are to be used. Do not mark archival material in any way.
- Laptops may be plugged in at the researcher's own risk in case of a power surge.
- Do not lean on or rest items on archival papers, volumes, or other material. Book rests are available.
- Do not handle material more than necessary. Always retain the order of loose papers.
- No material belonging to the College Archives can be removed from the search room under any circumstances.
- Bags must be left away from the researcher's desk. Researchers are responsible for their possessions whilst on the College premises.
- The use of cameras and scanners (including those on mobile devices) is not permitted in the College Archives. Photocopying, scanning, and any photography are solely undertaken by College Archives staff, and only at the discretion of the College Archivist.
- The use of any video or audio recording device is not permitted in the College Archives.
- Please note that some material may be too fragile for scanning or copying.
- The College Archives reserves the right to charge a fee for photocopying or scanning.
- Document Request Forms, Photocopy Request Forms and Copyright Declaration Forms must be completed by the researcher in their own handwriting in all cases.
- Please allow 10 working days for copying orders to be processed.
- Permission to refer to or to quote from any material supplied by the College Archives must be applied for.

For breaks cafeterias are available around the campus (directions can be given).

Emergency Procedures are outlined overleaf.

## **Emergency Evacuation of the Building**

- **In the event of a fire alarm, the building will be evacuated.**
- **The alarm is a combination loud siren, flashing red light, and spoken word instruction to leave the building, and will sound in the College Archives offices.**
- **Researchers must leave the College Archives material on their desk and immediately evacuate without stopping to collect their belongings.**
- **College Archives staff will accompany researchers out of the nearest usable fire exit and to the muster point.**
- **The doors to the College Archives will be locked when all personnel have been evacuated from the offices.**

The nearest fire exit to the College Archives –

- Leave the Reading Room via the office door and walk to the corridor.
- Turn left to the double wooden doors
- Enter the stairwell, take the flight of stairs on your right and walk down the stairs
- At the ground floor exit the building into the car park
- Walk straight ahead to the zebra crossing
- Turn left at Imperial College Road
- Walk along towards the Queen's Tower
- Our meeting point is P which is by the Dangoor Plaza, near the Queen's Tower
- Fire Marshalls in high-visibility jackets will be evident around the campus

### **If the fire alarm goes off when a researcher is on a break:**

- Leave the building immediately, fire exits are signposted from all locations
- Walk towards Meeting Point P which is by the Dangoor Plaza, near the Queen's Tower
- Once outside the building, please email / call the College Archives
- Please comply with any instructions given by the Fire Marshalls or Imperial College Security