

# LIBRARY REGULATIONS FOR CONSULTING 'SPECIAL COLLECTIONS' - ARCHIVES, ART WORKS, PHOTOGRAPHS AND RARE BOOKS



The Zoological Society of London  
*Registered Charity No. 208728*  
Regents Park, London NW1 4RY  
Library direct line: 020 7449 6293  
E-mail [Library@zsl.org](mailto:Library@zsl.org) Catalogue <http://library.zsl.org>

Special collections can only be consulted by appointment. Please telephone or email in advance to discuss your visit.

Archives: Michael Palmer  
Art works: Ann Sylph  
Photographs: Ann Sylph or James Godwin  
Rare books: any of the Library staff

Appointment times may be limited and access to 'Special collections' is not possible during the whole of the Library's opening times.

## Catalogues

Please consult the Library online catalogue in advance of your visit and then discuss with Library Staff which items you wish to consult/view.

*Books and Journals* All journal holdings and many older books and books acquired since 1992 are listed in the online catalogue which can be searched at <http://library.zsl.org>. However, the catalogue is not complete so please contact the Library if you cannot find a particular book so that Library staff can check the card catalogue.

*Archives and Art works* can also be searched at <http://library.zsl.org>. These catalogues are still developing and do not include all items in the Library.

Photographs are not catalogued.

## Handling Special Collections

Where possible, items will be brought into the Reading Room for visitors to view. They must be viewed on the large table near the desk of the Library staff on duty or the large table in the middle of the Reading Room.

Handle items with care, especially when turning pages of oversize items.

Hands must be clean and dry, please do not apply hand creams before handling items. Cotton gloves will be provided by ZSL and must be worn when handling photographs.

- Do not write, lean or rest on items.
- Avoid touching text or images.
- Do not mark pages with post-its or fold corners.
- Do not write on any material.
- Use book supports for bound volumes, do not force books open or bend back covers.
- Bound books can be held open with book 'snakes'.

- Open and re-fold plates and maps carefully.
- Uncut books and pages should be reported to Library staff.
- Please consult any member of the Library staff if you have any difficulties.

### **When Consulting Special Collections**

- Use only pencils to make notes.
- When consulting loose collections e.g. letters or manuscripts, retain the same sequence in which they were presented.
- Keep all mounted artwork face-upwards
- When finished please inform a member of the Library staff.
- Do not stack books on desks more than three high.
- Do not place items on the floor.
- Sharp instruments such as scissors, staples, pencil sharpeners should be kept away from Special collections.

### **Photocopies, scans and photographs of special collections**

Photocopies of special collections may only be permitted at the Librarian's discretion. They will not be permitted if there is a chance the original will be damaged. Any permitted photocopying will be carried out by the Library staff. All photocopying is subject to current copyright legislation.

Photographs or scans may not normally be made. Please consult Library staff if you would like us to make scans/copies for personal use only, again this is at the discretion of the Librarian depending on the fragility of the original. A charge will be made and you will be required to sign a copyright declaration. Please contact the ZSL Business Development Department if you wish to use images for commercial use <http://www.zsl.org/image-library/> or email [Rowena.Fisher@zsl.org](mailto:Rowena.Fisher@zsl.org)

**General Library Regulations also apply to Library visitors consulting special collections,** links to these can be found at:

<http://www.zsl.org/info/library/who-can-use-the-library,64,AR.html>

Library staff will be pleased to help users with advice or practical assistance whenever possible.

The Librarian reserves the right to refuse admission.

### **ZSL Archives – Additional information**

Written permission must be obtained from ZSL if you intend to publish any item based on research carried out on ZSL's archives. Full reference numbers of ZSL documents quoted must be given in the publication or thesis.

**A copy of the publication or thesis must be deposited in ZSL's Library.**

ZSL's archives relating to the most recent 30 years are confidential. If you wish to consult them, please apply in writing in advance, explaining why you wish to consult these documents. Permission for access to records less than thirty years old is granted at the discretion of ZSL's Director General, who will refer individual issues to the Council (the Trustees) as appropriate.