



LIBRARY REGULATIONS:

Members of ZSL and ZSL Library Reference Ticket Holders

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 Catalogue <http://library.zsl.org>

Welcome to the Zoological Society of London Library, containing a unique collection of zoological journals and books.

The Library is open from 9.30am to 5.30pm Monday to Friday.

The Library is closed on all public holidays and at weekends.

Members of ZSL and Library Reference Ticket Holders are able to use the Library for REFERENCE USE only. No books may be removed.

All visitors must show their ZSL Membership card or their Library Reference Ticket and sign in at the Library desk on arrival. All briefcases and bags must be left at the front desk for security reasons. Readers may not photograph, film or remove any of the material in the Library. Members below the age of 16 must be accompanied by an adult at all times when visiting ZSL Library.

Mobile telephones and audible pagers must be switched off or put on silent mode before entering the Reading Room and must remain off while in the Reading Room. Mobile telephones must not be used for making or receiving calls whilst in the Reading Room.

Library visitors should not return books or journals to the shelves but place them on the trolley situated at the side of the Library desk. Do not over-reach when trying to obtain books from high shelves. Please ask for assistance when needed. Take care when using the kick-steps. Do not attempt to carry too many books at one time.

If a Library visitor wishes to consult a book or journal from the stacks they must make a list of all the items they need (with their shelfmarks) and hand it to one of the Library staff who will fetch the material. *Stack service is only available from 9.30am - 12pm and 2pm - 4pm.*

Visitors must not use their own discs, CD-ROMs or software in any of the Library's computers. Under no circumstances may the Library's electronic collections be viewed or downloaded onto Reader's personal computers. Laptop computers may be used in the Library. ZSL reserves the right to undertake safety checks of readers' machines at any time. Wifi is available for use in the Reading Room, please ask the Duty Librarian for the weekly password.

ZSL accepts no liability for the loss of, or damage to, Visitors' personal property or equipment,

howsoever caused.

Please remember that smoking and eating are not permitted in the Library. Drinking from lidded containers is permitted on the Library balcony.

Please be considerate towards other Library visitors.

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

THE ZSL ARCHIVE

ZSL has an archive of materials relating to its history, located within the Library. These may be consulted by Library Users, however *an appointment must be made in advance*. Please contact the Archivist, Michael Palmer, by email: **Michael.Palmer@zsl.org** or by post at the above address.

Please refer to our regulations for 'Special Collections' if you wish to consult Archives, art works or images.

Document supply and copying services

ZSL Library provides a copying service for non-commercial purposes. All copying must comply with the 1988 Copyright, Designs and Patents Act, i.e. you may only copy one article from any journal issue or one chapter or five per cent of any book.

Self-service scanning

The Library provides a colour book scanner that creates pdf files. To use the scanner, Library users can purchase a memory stick from Library staff for £4.00, or are welcome to bring their own. Library visitors may also use personal cameras or phones to take photographs of pages of books and journals, providing they adhere to copyright regulations and do not use a flash.

Document supply/remote scanning service

ZSL Library also offers a remote scanning service for users who cannot visit the Library. The charge for this service is 30 pence per page; although there is a minimum charge of £5.00 (the minimum charge is not applicable to ZSL Fellows)

To request scans, please email library@zsl.org or call us on 020 7449 6293 and provide full bibliographic details of items you are requesting. If the item is available we will send you a copyright declaration form, and once returned to us the scans will be sent shortly after with details of payment methods.

The Librarian reserves the right to refuse admission.

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