

## Scottish National Gallery of Modern Art Reading Room

### Rules & Regulations:

The following rules are intended to help visitors to use the Reading Room effectively, while at the same time preserving our valuable collection of art reference materials. We hope that by following the rules, and the normal demands of common sense and consideration for others, you will have a rewarding visit to the GMA Archive & Library. Specific rules for the use of the Archive and Special Collections are issued with the Visitor Application Forms, which must be completed and returned in advance of a visit. The GMA Library is a reference library. All books and other materials are for use within the Reading Room only. Material is made available at the discretion of the Archive and Library staff.

#### Consulting Library Material:

1. The GMA Library is a library of last resort, and the right of admission is reserved. An appointment must be made prior to each visit, giving ten days notice where possible. It is not possible to accommodate visitors who arrive without a prior appointment.
  2. Readers are required to show a recognised form of personal identification, which includes a signature, to the warder at the entrance to the Dean Gallery, before proceeding to the Reading Room. The following forms of ID are acceptable - identity card from a current place of work or study, driver's licence, passport or national ID card, letter of introduction from an educational institution.
  3. All bags, coats etc. must be left in the lockers provided, or deposited in the Dean Gallery Cloakroom. A toilet is available immediately adjacent to the Reading Room.
  4. Readers must sign the visitors' book each time they visit the Reading Room.
  5. **No smoking, eating or drinking, is allowed in the Reading Room. No bottled water is allowed. No mobile phones are allowed.**
  6. Books and other material must not be marked, damaged or defaced in any way. Tracing is strictly forbidden. Sketching or writing materials must not be placed on any Library item. Writing paper must not be placed on any Library book.  
No open book may be placed upon another, or any object on the open pages. Books may not be placed face downwards, except for photocopying. No glue, ink supplies, correction fluid, scissors, or any substance or equipment that could damage a book are allowed in the Reading Room.
- Readers must use pencils if taking notes. Pens and biros are not allowed.**
7. Readers are responsible for all materials they have consulted. All items consulted should be returned to the member of Library staff on duty at the end of the visit.
  8. The use of personal stereos, tape recorders, mobile phones and portable typewriters is not permitted, but laptop computers may be used, by prior consultation with staff, and following visual inspection of leads and plugs by staff.
  9. Limited photocopying is permitted, **within the laws of copyright**. Staff reserve the right to refuse copying of rare or fragile material. The laws of copyright must be observed, and the appropriate Copyright Declaration forms (available at the desk) filled in.  
N.B.: There are separate Copyright rules for Archive material.
  10. Readers behaving in a manner likely to disturb others will be asked to leave. Visitors should be aware that the Reading Room is constantly monitored by closed-circuit television cameras.
  11. Readers visit the Reading Room at their own risk. The GMA Library cannot take responsibility for readers' personal possessions or safety.
  12. If the fire alarm sounds, readers must follow the instructions of staff members and leave the building.

**Please note, there are further rules for the consultation of Archive items. Please consult the Curator of the Archive for details.**

I agree to observe the above Visitor Rules & Regulations:

Signed:

Date:

If you are a student please give the name of your place of study and course tutor: