

NATIONAL GALLERY OF SCOTLAND



PRINT ROOM & LIBRARY VISITOR GUIDELINES

The following guidelines are intended to help visitors use the Print Room and Library, while at the same time preserving our unique and fragile collections.

- On arrival, visitors must complete the signing in form provided (all personal information on this form remains confidential and is held for the purpose of Gallery security only).
- Do not place any bags or coats on the Print Room tables. Bags, coats etc should be deposited at cloak room in the Weston Link.
- No eating or drinking is allowed in the Print Room. No bottled water is allowed.
- A toilet is available immediately adjacent to the Print Room, in the Weston Link.
- Visitors viewing prints or drawings should first read the Guidelines for Handling Works.
- **Pens and biros are not allowed.** No glue, ink supplies, correction fluid, scissors, or any substance or equipment that could damage a material are allowed in the Print Room. Pencils are available on request in the Print Room.
- Laptop computers may be used, by prior consultation with staff.
- For Conservation reasons photography of material in the Print Room is not allowed.
- Documentation files on the prints and drawings are available from the supervisor on request.
- If the fire alarm sounds, visitors must follow the instructions of staff members and leave the building.