

Information for researchers visiting the Library at 66 Portland Place

Welcome Back!

General information before your visit

1. Please read the information below to ensure you understand, and accept, how things will work on the day of your visit and to avoid any disappointment
2. Access to the Library is available by appointment only on **Fridays between 10am and 5pm** from 9 July to the end of September 2021
3. Irrespective of prevailing government advice, 66 Portland Place will operate in a Covid-secure way. Numbers of staff and visitors in the building at any one time will be restricted
4. Please do not travel to the building if you have any symptoms associated with Covid-19
5. Visitors must maintain social distancing, respect one-way and other signage, and wear masks at all times within the building except when using their pre-allocated Library seat
6. Visitors without an appointment will **not** be admitted to the building
7. While a locker can be made available for you, we ask you to keep your personal belongings to a minimum. Bags cannot be brought into the Library and large items will not fit in lockers
8. Please note that neither the RIBA Café nor the RIBA Bookshop will be open
9. Please do not bring food or drink on to the premises – a number of cafes, restaurants and sandwich bars are located nearby on Great Portland Street and on Marylebone High Street
10. Please bring some means of formal identification with you, ideally photo ID. A list of acceptable forms of ID appear at the end of this information sheet
11. If you discover, after making an appointment, that you no longer need to visit, remember to contact library-reopening@riba.org to cancel so that someone else can take your place.

Booking your Library appointment

12. Once you have identified the items you wish to see (see nos. 16 to 21 below) you can book your appointment by contacting library-reopening@riba.org, using the subject line '**Request Booking**' (RIBA members should add their membership number). Please state your preferred **Friday** visit date and provide a daytime telephone number in case we need to call you
13. The minimum booking period is one whole day, but, of course, you only need stay as long as your research requires. A whole-day appointment ensures visitors have sufficient time to consult their items and that staff are able to manage the volume of retrieval and reshelving
14. For each Friday between 9 July and 24th September, a maximum of 10 appointments will be available daily. If no appointments are available on your chosen Friday, a member of staff will let you know what other dates might be available
15. Once a staff member has booked your appointment you will be sent a booking confirmation. **Please ensure you have this with you on the day of your visit.**

Pre-ordering collection items

16. We regret you cannot browse among the library's open access collections. You must identify in advance all of the material you wish to use during your visit, **up to a maximum of 15 items**.
17. If you are booking an appointment to **view photographs**, please provide a complete list of those you wish to consult. Please bear in mind, however, that due to the way photographs are stored we may not be able to make everything on your list available to you within a single visit. Our Photographs Curators will get in touch with you if this is the case.
18. Please note, there will be **no** access to the fourth floor, where journals are housed. If you require access to a long journal run, please mention this when you are arranging your appointment.
19. You should use our online catalogue at: <https://www.architecture.com/contact-and-visit/riba-library> to identify and select the items you wish to see
 - a) Remember you can order **up to 15 items only**
 - b) From the search results you retrieve, select the items you want to consult by clicking on the **'print or email selected records'** button in the toolbar
 - c) Email your selected results to **yourself** in the first instance using the 'email or print selected records' function in the tool bar towards the stop of the screen
 - d) Please try to order everything you need in a single email request
 - e) When you are satisfied you have everything you want, forward the catalogue entries to library-reopening@riba.org using **'Request Booking'** as the subject line
 - f) Specify the date of the **particular** Friday you wish to visit. Remember we require two weeks' notice ahead of your preferred date in order to get material ready for you
20. We are currently operating on reduced staffing due to furlough and, in addition, access to the building is strictly controlled for staff as well as visitors. We ask you to book two weeks ahead simply to ensure we have the items you would like to see available for you on the day. Advance notice allows us time to communicate with you in good time in case there are any issues with the items you have chosen.

Arrival at 66 Portland Place

21. Please make sure you bring your booking confirmation
22. On arrival at 66 Portland Place, go to the Ground Floor reception. Staff there will take a temperature reading and will then direct you to the third floor where the Library is based.
23. Whether you ascend by lift or by stairs, please do **not** go beyond the third floor.
24. To avoid accidental damage to Library collections, we ask you **not** to bring your own hand sanitiser into the Library or any other form of liquid and/or foodstuff
25. A battery-operated hand sanitiser unit will be available within the Reading Room

Arrival in the Library

26. If you are familiar with the Library you will find things have changed a little since your last visit. There are now separate entry and exit doors to and from the third floor Reading Room and the Enquiry Desk has been moved to improve visitor and staff circulation.
27. Wearing your mask, please enter via the appropriate door. Give your name to the staff member on duty and show them your appointment booking – you should be able to do this with a smartphone if you have one and show your ID (acceptable forms of ID appear at the end of this information sheet). Remember that bags must not be brought into the Library. If you need a locker, please ask at the Enquiry Desk. You will be directed to your pre-allocated seat where you will find your requested items.
28. While seated at your desk you may remove your mask, but please use it when you are moving around the Reading Room or other parts of the building
29. You will not be able to browse the open shelves and there will be no access to the Periodicals Room. If you require access to a long journal run, please mention this when you arrange your booking
30. At the end of your appointment please leave your items on your desk for re-shelving. If you would like to reserve material for a subsequent visit, please speak to a staff member and they will advise if it is possible
31. Library staff will help as much as possible on the day of your visit, but please be aware that there will be very limited opportunities, if any, to look at material, over and above what you have requested in advance. Please understand that requests for extra information, references etc., will be constrained by limited staffing resource and restricted access to the collection
33. CCTV cameras operate throughout the building, including within the Library Reading Room.

Copying facilities

34. A public access scanner will be available. Please be aware that there are no printing facilities and you will need to scan to a memory stick. We regret that staff will not be able to scan or copy items on your behalf.
35. You can purchase copy cards for the scanner at the Enquiry Desk using contactless payment. Please be aware that we cannot make cash transactions during this period.
36. Alternatively, you may use a smartphone to make photographs.
37. All of your copying, whether by scanner, smartphone, or other handheld camera (tripods are not permitted) must be done within **Fair Dealing** copyright guidelines. A notice explaining your responsibilities is displayed by the public access scanner.
38. **Please note that photographic material cannot be copied or photographed**, but an on-demand digitisation service is available. Speak to Desk staff about this and they will ask one of the Photographs curators to come to speak to you.

Acceptable forms of personal identification/proof of address to bring with you

Proof of identity

- RIBA membership card or number
- UK or international driving licence
- International identity card
- Passport
- Official photo identity card from a recognised place of work or study
- Recent bank or credit card statement
- Current credit or debit card bearing your signature

NB. We recognise that not everyone has the same access to different forms of ID. If you do not have any of the above forms of identification, or cannot provide personal ID or proof of address, please contact us via library-reopening@riba.org to see if we can help.

Last updated: 12 July 2021