

# LIBRARY REGULATIONS: FELLOWS



The Zoological Society of London

*Registered Charity No. 208728*

Regent's Park, London NW1 4RY

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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.

Fellows must show their membership cards and sign in at the Library desk on arrival. All briefcases and bags must be left at the front desk for security reasons. Photography is not allowed.

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.

Fellows can use the Library and **borrow up to six books** at a time on production of their membership cards.

Most books in the Library are available for loan except for the reference works, books published before 1940, manuscripts, drawings and prints.

Borrowers are personally responsible for the loss of, or damage to, any volume or other item while it is on loan from the Library. No book may be taken or sent to any place outside the United Kingdom. Please do not pass loaned items to another individual.

Books may be taken out for two months at a time and may be renewed in person, by email: **Library@zsl.org** or over the telephone if not required by another reader. Overdue items will incur a fine; (per item – 5p per day up to £20 or the replacement cost if greater).

When an item on loan is required by another Library user, a recall note will be sent out. Fining will commence if the book is not returned within 14 days of the date recorded on the recall note.

Application to consult rare books and art works should be made in advance with the Librarian. Rare books and art works may be consulted only at the large table near the desk of the Library staff on duty. If the user wishes to make notes when consulting a rare book, pencils must be used. Biro's or ink pens must not be used.

A postal loan service is also offered. Books and journals for postal loan can be requested over the telephone by fax, letter or by email. In order to facilitate the above service the borrower's full name and membership number need to be quoted. The borrower is expected to return the postal loan acknowledgement sheet immediately and will be invoiced for postage. Postal loans are sent by *Special delivery* which takes two days and costs about £5.

Works not held in the ZSL Library can often be borrowed from or photocopied by another library. There is a charge of £14 for this service.

Fellows 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.

Fellows are welcome to retrieve items for themselves from the Library Basement or Ground Floor (please do not go downstairs after 5.15pm). However, please do not go down there without first having been shown around by a member of the Library staff who will point out the emergency exits etc.

Please inform the Duty Librarian when you go to the Basement or Ground Floor and when you again return to the Reading Room. Please ensure you close the lift doors, otherwise no-one else can access these areas. There is no emergency lighting in these areas; a torch is available from Library staff if you wish to take this with you.

Take care when using the rolling shelves; ensure no-one is using the same sequence of shelves at the same time. Do not try to move too many shelves at one time. Please do not over-reach or try to carry too much.

If you prefer, items can be fetched by Library staff. This service is only available from 9.30am - 12pm and 2pm - 4pm.

Readers must not use their own discs, CD-ROMs or software in any of the Library's 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 by Fellows 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, eating, and drinking are not permitted in the Library.

Please be considerate towards other Library visitors.

Library staff will be pleased to help users 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.

All users of the archives will be required to sign a declaration agreeing to abide by the rules of the ZSL Archive. The most important items to note are: written permission must be obtained from ZSL if you intend to publish any item based on research carried out on ZSL's archives; and archives relating to the most recent 30 years are confidential; (please apply in writing explaining why you wish to consult these documents).

Permission for access and publication is granted at the discretion of ZSL's Director General, who will refer individual issues to the Council (the Trustees) as appropriate.

## **PHOTOCOPY SERVICE**

Photocopies can be supplied in accordance with the 1988 Copyright, Designs and Patents Act i.e. ONE article from any journal or ONE chapter or 5% from any book.

### SELF SERVICE

Photocopy accounts can be purchased from the Library Desk.

Before purchasing an account, please complete a Copyright Declaration form and hand it to a member of Library staff.

Current charges are **15p per A4 page**:

- **20** unit accounts cost **£3.00**
- **50** unit accounts cost **£7.50**

Please take care when using the photocopier; ensure the lid is closed when copying.

### WHILE YOU WAIT

Please complete a photocopy request form available at the Library Desk and hand it to a member of the Library staff.

Current charges are: **A4 30p per page**

### POSTAL SERVICE

We also offer a postal photocopy service (which can take up to 5 days to reach you).

Current charges are: **A4 30p per page**

Finally, may we remind you that this is *your* Library. It is up to you to get the best out of it. Please let us know if there are any particular improvements or developments you would like to see.