

INFORMATION FOR RESEARCHERS

- You need to make an appointment- giving us two full working days' notice. The Reading Room is sometimes closed to researchers.
- You need to have specified the items that you wish to look at in advance of your visit- including catalogue references. The Online Archives Catalogue (Surgicat) can be accessed at : <http://surgicat.rcseng.ac.uk>
- Coats and bags must be left in the cloakroom lockers in the basement of the College – follow signs from the foyer or ask at the College reception. You will need to bring a pound coin (returnable) to operate the lockers.
- Only essential belongings should be brought into the Library.
- On your first visit you will need to provide **one form of photographic ID** so that we can register you as a temporary user of the Library or Archives.
- Your membership is valid until the end of the calendar year after which you will need to provide photographic ID and complete a registration form again.
- Only **pencils** and **paper** or **laptops** may be used to take notes.
- No food (including sweets) or drinks are allowed.
- Water is available in the cloakroom/ locker area- in the basement of the College. Please be aware that water cannot be consumed near the material.
- The archives CANNOT be photocopied but the use of personal photography may be arranged in advance with staff. This is subject to the condition of the material. Please inform us if you wish to use this service **before** you arrive.
- Handling guidelines must be followed to preserve the rare and unique materials. Staff will advise on this.

Contact Details:

The Archives,
The Royal College of Surgeons of England,
35-43 Lincoln's Inn Fields,
London,
WC2A 3PE.
Telephone: 0207 869 6555
Email: archives@rcseng.ac.uk
Website: www.rcseng.ac.uk

Opening times: Monday- Friday 9.30am-5.30pm
Saturday, Sunday and Bank Holidays CLOSED