

From Thursday 23 July, the RAS Library will be open one day per week on an appointment-only basis.

Please read the statement below for further information about how to make an appointment, and what to expect when you arrive.

Providing free public access to our historic collections is one of the Society's key charitable objectives. As such, we are keen to restore our Reading Room service as soon as possible. Our Reading Room service will re-open on a limited basis from **Thursday 23 July**, and will continue to be available each subsequent Thursday (ie, one day per week) until further notice. We intend to open the Reading Room from **10.30am – 4.30pm**.

Providing access to our collections must be balanced against our responsibility to minimize risk to our users and staff. In order to maintain social distancing in our Reading Room and elsewhere in the building, we will initially limit reader numbers to **three per day, by appointment only**.

Appointments will be allocated on a first-come, first-served basis. To make an appointment, please email the Librarian, Edward Weech, at ew@royalsiasocietysociety.org.

Readers must tell us what they would like to see when making their appointment. If you do not know exactly what you need, we can try to help you identify the right materials before your visit. It may not be possible to retrieve additional material after you have arrived.

In order to allow as many people as possible to use our services, we will be limiting people to one appointment each for the time being. The Society already allows digital photography of its collections (subject to a condition assessment of the material). If you require access to large volumes of material, this may be an option for you, subject to copyright considerations.

Any material that has been consulted will be isolated for a period of two weeks before it can be used by any other reader.

Visitors will be asked to wash their hands before using any collections material. We encourage you to bring bottled drinking water with you.

If you have any symptoms of COVID-19, or have been in contact with anyone who has, we ask that you do not visit until after you have completed the recommended period of isolation.

Readers may use a face mask at their own discretion.

We will try to minimize the need for users to touch door handles or other surfaces, and we will regularly sanitise such surfaces over the course of the day. Hand sanitiser will be available in the building, but hands must be washed with soap and water and dried before using collections material, as sanitiser residue may be bad for some collections.

Existing regulations for using the Reading Room still apply.

Please bear with us during this unprecedented situation. We will update these guidelines in light of experience and as government advice changes. If you have any questions, please feel free to contact us. If you remain seriously concerned about your safety, we recommend that you delay your visit until a future date.

7 July 2020