

## Conditions of use of the National Library of Wales Reading Rooms and The National Screen and Sound Archive Viewing and Listening Rooms (NSSAW)

### Admission

- A valid reader's ticket must be obtained to gain admission to the reading rooms and to the NSSAW viewing and listening rooms
- Tickets can be issued to visitors 16 years of age and over. Visitors under 16 years of age may apply to visit the Reading Rooms on acceptance of certain conditions
- Your reader's ticket must be shown to the security staff in the Main Hall or in the NSSAW, and must also be scanned by them
- You should inform the Library of any change of name or address, or if you have lost your reader's ticket
- Personal bags are not allowed in the reading rooms; transparent bags are provided for taking personal items and laptops in to the reading rooms
- Outdoor coats and raincoats are not permitted in the reading rooms, or in the NSSAW viewing and listening rooms
- Food and drink is not permitted in the reading rooms, or in the NSSAW viewing and listening rooms
- We ask you to conform to any emergency procedures, following the instructions given by staff in the event of a fire or fire drill

### Consideration of others

- Staff and other users must be treated with courtesy and respect at all times
- Mobile phones should be switched off or in silent mode, and calls should not be made or received
- The use of earphones should not interfere with other users
- The use of mobile phones, digital cameras, recording and filming devices is prohibited in the NSSAW viewing and listening rooms
- Users in the NSSAW viewing and listening rooms are asked to wear headphones while viewing and listening to material, to ensure that they don't disturb other users

## **Using the collections**

- Material must be consulted in the appropriate reading rooms; material should not be removed from the appropriate rooms
- Material issued in your name should not be passed to another reader
- Users who wish to consult NSSAW material must give at least 24 hours' notice before coming to view or listen to material

## **Care of the collections**

- Care should be taken when using material issued to you, and it should be returned to staff after you have finished using it
- Pencils only should be used in the South Reading Room
- If an item has been microfilmed or digitised, the Library reserves the right not to issue the original item, unless there are specific reasons for doing so
- As a rule, a copy of the original material will need to be supplied for users of the NSSAW

## **Copying from the collections**

- Any copying must conform to United Kingdom copyright legislation
- If you wish to receive a copy of an item in our collections, the appropriate fee must be paid
- If you wish to use a digital camera to make a copy of an item in our collections, you must seek permission from staff beforehand
- If an item remains in copyright, the Library must receive written permission from the copyright holder before supplying copies
- Scanners and other copying devices are prohibited for the purpose of making copies of items in the Library's collections
- No recording equipment may be used without receiving prior permission
- No recording or filming equipment may be used in the NSSAW viewing and listening rooms
- The supply of copies of items in the NSSAW collections is dependent on the copyright holder's permission and the format of the material

