

## TERMS AND CONDITIONS OF USE OF THE NORTH READING ROOM, COLLECTIONS AND SERVICES

### 1. Reader's Ticket and Admission to the NORTH Reading Room

- A valid reader's ticket must be obtained to gain admission to the reading room
- Tickets can only be issued to visitors 16 years of age and over. Visitors under 16 years of age may apply to visit the North Reading Room on acceptance of certain conditions.
- Your reader's ticket must be shown to the staff in the North Reading Room 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 room.
- Outdoor coats and raincoats are not permitted in the reading room.
- Food and drink is not permitted in the reading room.
- No recording or filming equipment may be used without receiving prior permission
- We ask you to conform to any emergency procedures, following the instructions given by staff in the event of a fire or fire drill.

### 2. 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
- When viewing and/or listening to content users are required to wear headphones to ensure that they don't disturb or interfere other users

### **3. Using the Collections**

- Material must be consulted in the appropriate area of the reading room; material should not be removed from the appropriate area
- Material issued in your name should not be passed to another reader
- Users wishing to consult items that are not available on the open shelves in the North Reading Room agree that they will provide adequate notice (usually in the form of a catalogue request) in order to consult items. The time required to deliver items (i.e. the notice period) will depend on the category of material (e.g. most printed items will typically be available within an hour or sooner while moving image and sound material on original carriers (i.e. not digitised) can take up to 5 working days and 15 working days in exceptional cases). Expected delivery periods for different categories of material are indicated on the NLW website.

### **4. Care of the Collections**

- Care should be taken when using material issued to you, as outlined in the Handling and Using Collections Leaflet, and should be returned to staff after use
- Only Pencils should be used in the Non-Print area of the North Reading Room
- Whilst the vast majority of collection items are freely available for consultation in the reading rooms or for reprographic orders without restriction, additional consideration is sometimes necessary prior to providing access to particular collection items. The reasons may include, but are not limited to:
  - the item is particularly valuable (old, unique, rare) and of high cultural significance, and/or the physical condition is poor and the risk of damage by handling or exposure to environmental change is significant
  - A surrogate copy exists

- As a rule, a copy of original audio-visual (including sound) material will need to be supplied for users

## **5. Copying the Collections**

- Any copying must conform to United Kingdom copyright legislation. Reading room staff will be able to provide guidance but readers are responsible for ensuring that the creation and use of any copies is lawful.

### **Copies provided by the Library**

- The supply of copies of items in all collections is dependent on the copyright status and the format of the material.
- If an item remains in copyright, the Library must receive written permission from the copyright holder before supplying copies.
- If you wish to receive a copy of an item in our collections, the appropriate fee must be paid

### **Copies made by Readers**

- If you wish to use your own camera, recording or filming device to make a copy of an item in our collections, you must seek permission from staff beforehand (see Policy on Use of Personal Cameras in the North Reading Room). Scanners are not permitted

## **6. Conditions relating to the Data Protection Act**

- The registered reader undertakes not to use his / her research or to allow their research to be used by any other person or organisation to support measures or decisions with respect to data subjects (i.e. particular individuals identified within the collections while they are still alive, assuming a lifespan of 100 years) nor in such a way that substantial damage or substantial distress is, or is likely to be, caused to them.

- The reader shall not make the results of his / her research available in any form which identifies a data subject without the consent in writing of the data subject and data controller.
- The reader understands that he / she shall become responsible for compliance with the General Data Protection Regulation 2018 in relation to any processing by them of personal data obtained from collections held at the National Library of Wales.

## **7. Readers Acceptable Use Policy**

Readers agree to adhere to the Library's policy on the Acceptable Use of Computers.

## **8. Breaches of Terms and Conditions**

Our policy for dealing with breaches of these terms and conditions is detailed in a separate document titled 'Breaches of Terms and Conditions of use of the Reading Rooms, Collections and Services'

## **9. Privacy Information**

The National Library of Wales gathers personal information for purposes directly related to a service, function or activity of the Library. The Library Privacy Statement explains what types of personal data it holds, the processes and the reasons why that data is held. More information can be found at: <https://www.library.wales/about-nlw/governance/general-data-protection-regulation/privacy-statement/>

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