Reading Room Covid Secure Guidelines

Part 1: General Information

Opening hours
- The Reading Room is open during term time and vacations at reduced hours: Tuesday-Thursday 10.00am – 12.30 pm and 1.30 pm – 4.00 pm, except for days when the University is closed.
- Due to Covid and staffing restrictions, there are occasions when the Reading Room is closed to researchers. Please ask, phone or check the website for details.
- The Reading Room will be open on appointment. Please contact theatre-collection@bristol.ac.uk to enquire about available appointments.

Arrival and departure
- **New External users**: Please complete a Registration Form before attending your appointment and return it to theatre-collection@bristol.ac.uk. You will also need to sign in each day you visit the Reading Room in order to support the NHS Test and Trace service.
- **Returning external users**: If you are already registered as a user please ensure that you sign in on the sheet provided to support the NHS Test and Trace service.
- **University of Bristol Department of Drama Staff and Students**: Please sign in to support the NHS Test and Trace service.
- **Other University of Bristol Staff and Students**: Please sign in to support the NHS Test and Trace service.
- **Please wear a mask or face covering unless you are exempt.**
- **Please wash your hands on arrival and frequently throughout your visit.**
- **Please maintain social distance guidelines of two metres from other researchers and staff members when in the reading room or exhibition space.**
- **Before leaving**: Please speak to the member of staff of duty about returning documents and books, and check for any belongings. Please also sign out on the sheet provided.
- **In the event of a fire alarm sounding, Theatre Collection staff will take you to the assembly point outside via the nearest available fire exit.**

Belongings
- Personal laptop computers may be used in the Reading Room, and there is a wireless network system in operation – instructions are on display, but please ask if you need any help. If you prefer to use paper, please bring your own. A pencil will be provided upon entry which you will be required to take with you at the end of your session.
- The use of cameras/phone cameras is allowed for personal research purposes only. There is a £3 charge for taking photographs and you will be asked to complete a copyright declaration form.
- Please ensure you bring a personal device to take photographs/copies of documents during your visit. No scanners or Theatre Collection computers will be available during your visit.
- Please ensure all coats etc are kept tidily out of the way of others and that bags and cases are stored in the TC office.
- Please bring layers. The Reading Room windows will be kept open for ventilation and the space can feel chilly.
- Please bring a mask.
- **The Theatre Collection accepts no liability for loss or damage of personal items**
Reading Room Resources

- The computers and scanner in the Reading Room are currently unavailable. Please bring personal devices to make notes or take photographs/copies of documents.
- Audio and microfiche equipment is currently not available for use in the Reading Room.
- AV material held in the archive may be viewed in the TC Viewing Room – please ask staff for details and book in advance.

Reading Room Rules
All researchers are asked to abide by the Reading Room rules.

- Please do not bring food, drink into the Reading Room or library - they could cause irreparable damage to archive items if spilt.
- Please only use pencils (available on entry) when making research notes to avoid damaging archival material and reference books.
- Please switch all mobile phones to silent.
- Please respect the fact that the Reading Room is a quiet study area.
- All library and archive material is reference only and no items are to be removed from the Theatre Collection without permission.
- Please treat all archival and library items with care. TC staff will advise you on the correct way to handle archival materials when you arrive. Non-latex gloves must be worn when examining photographs or photographic negatives. These will be provided.
- All visitors must wash their hands on arrival and frequently throughout their visit.
- All visitors must wear a mask at all times unless exempt.
- All visitors must maintain social distancing of two metres from all other researchers and staff when on site.
- All visitors must comply with the NHS Test and Trace service.

Reading Room Guidelines

Part 2: How to use the Theatre Collection

Library

- All library books on the shelves are catalogued on the main University library database and can be searched through the Theatre Collection website at www.bristol.ac.uk/theatrecollection/search.html.
- Journals held by the Theatre Collection are listed on the ‘Journals’ pages of the Theatre Collection website. Full details of all the journals are available on the University library database.
- Current journals are on display in the Reading Room. Please speak to a member of staff before consulting these.
- Back copies of journals are kept in the archive strongrooms. They are available for consultation and must be ordered before your arrival.
- Rare books are kept in the archive strongrooms. They are listed on the library catalogue and can be consulted by request before your arrival.
- All library items are for reference only and can be consulted in the Reading Room when requested prior to visit. Due to Covid restrictions we regret that browsing of the shelves in the library is currently not possible.
Archives

When using archive items please handle all items with care.
- The Theatre Collection website gives access to the online database where a search facility is available for all catalogued archival material. The website address is: http://www.bristol.ac.uk/theatrecollection/search.html.
- The “Collections” pages on the website also provide information about the archive collections that may not yet be fully catalogued. Paper catalogues and lists exist for some archives where full digital catalogues are not yet available. Please ask staff for details.
- Researchers may order a reasonable number of items each day at the discretion of staff.
- If you would like to know more about our holdings or have a specific research query then please ask a member of staff.

Photocopying
- University of Bristol students may take copies of books and journals from the reference library subject to CLA guidelines. No books may be removed for the Reading Room. If you are in any doubt whether you are allowed to copy items please ask.
- Photocopying is no longer permitted for archival items, due to the potential damage caused.
- Photographic reproduction and other services are available. Please ask staff for details.

Finally: If you have any questions on how to use the Theatre Collection please ask a member of staff - we are here to help you!