



Conditions of Use

The Historic Collection may be used by healthcare staff, students, schools and interested members of the public. Access is at the discretion of the Project Support Team and by appointment only. Opening hours are Monday – Friday 9.00 to 16.30.

We have a duty of care to protect the Collection, much of which is fragile, rare or unique, so we hope visitors will understand our need to make certain conditions around access.

Users will be required to provide photo identification, proof of current address and complete a form agreeing to abide by the conditions of use given below (the form will also be used for feedback to the Plymouth Medical Society and the Heritage Lottery Fund)

- CCTV is used in the Library and materials will be examined for damage after use.
- To comply with Trust security policies, we regret that it is not possible for members of the public to use library computers or the main library collection. The use of personal laptops is permitted, but they may not be plugged into the mains.
- Users are expected to follow signs and directions from library staff and be considerate to other users and staff
- A maximum of 3 items per user may be in use at one time
- To prevent damage to the volumes, photocopying, scanning and photography are not permitted. However, a digital reproduction service is available on request.
- Users must keep materials secure:
 - Collection material must not be removed from the designated viewing table.
 - Collection material must not be left unattended – users are responsible for items while they are issued to them. Please inform staff on the desk if you have to leave the library for any reason.
 - Library staff have the right to inspect folders, envelopes etc. if they are felt to provide a possible threat to the Collection.
- Special care needs to be taken when handling the documents:
 - Use any book-rests provided
 - Do not place books face down on the table
 - Do not place Collection items on the floor
 - Do not insert book marks, attach notes or fold over the corners of pages
 - Do not rest anything on open books or documents
 - Tracing is not permitted
 - Hands must be clean and dry (e.g. hand-cream should not be used prior to handling Collection material). Do not wet fingers to turn pages
 - Only pencils may be used for note taking – not pens
 - The use of scissors, glue, correcting fluid or other potentially harmful substances are not permitted
- To protect the Historic Collection material there are certain restrictions in place:
 - No bags or coats to be present when viewing Collection material
 - Food, drink, confectionary and gum are prohibited