

## Terms and Conditions, Access to STEAM's Library and Archive Collections

**All users of the STEAM Library and Archive must read, sign and adhere to the Terms and Conditions laid out in this document before any access to the collections is granted.**

1. Access to the Library and Archive is by appointment only and must be made in advance with at least one weeks' notice. This can be done by contacting the STEAM Curatorial Team by e-mailing [steamlibrary@swindon.gov.uk](mailto:steamlibrary@swindon.gov.uk) or telephoning 01793 466608.
2. The Library and Archive is open as follows:
  - Monday to Friday – 10am – 4pm
  - Visits to the Library are dependent on the availability of the volunteers who assist the Curatorial Team.
3. The Library and Archive is located at STEAM – Museum of the Great Western Railway. All researchers must report to the main ticket desk and ask for relevant member of Curatorial staff responsible for the visit.
4. Visits to the Library and Archive will incur a fee in line with standard or season ticket entry to the museum. This fee will include entry to the museum.
5. Researchers (including guests) must bring photographic ID with them to all appointments and present this to the member of the Curatorial Team.
6. Visitors must arrive at their allocated time slot otherwise the visit may be forfeited. If you believe you may be late or cannot attend the appointment please call the Curatorial Team on 01793 466608.
7. Coats and bags must be left at reception. You will be given a token to retrieve your belongings after your visit.
8. Food and drink is not permitted in the Library. The museum has a café where food and drink may be purchased and consumed.
9. Pens are not permitted in the Library. Please use pencils. Notepads, loose paper and laptops are permitted. The museum has a shop where pencils can be purchased if required.
10. Permission to photocopy or photograph items from the collection must be sought from a member of the Curatorial Team.
11. Photocopying is available at 20p per A4 copy and 40p per A3 copy. Large orders may need to be processed later and forwarded. Other scanning and copying may be available on request.
12. Researchers are not permitted to reproduce or publish material from the Library and Archive without written permission from the Curatorial Team.
13. There is free WIFI in the Library. The access code can be provided upon request.