



The
Geological
Society

serving science, profession & society

THE GEOLOGICAL SOCIETY LIBRARY – RULES AND REGULATIONS

1 – OPENING HOURS

The Library is located in Burlington House, Piccadilly, London W1J 0BG and is open Monday to Friday, 9.30am - 5.30pm. It is closed on Public Holidays and occasionally at other times with prior notice being given via the GSL website and the Library newsletter.

2 – CONDITIONS OF ADMISSION AND USE

The following can use the Library any time during normal opening hours:

- All Fellows
- Employees of Corporate Patron companies (proof of employment required)
- Friends of the Geological Society (reference only)
- Fellows and members of reciprocal organisations (reference only)
- External researchers (on payment of a visitor's fee)

<https://www.geolsoc.org.uk/Library-and-Information-Services/Visiting-the-Library>

- a) The Library Register must be signed on entering the Library. Users may be asked to show their membership card.
- b) Fellows who fail to pay their annual subscription by 1st January will be suspended from using the Library services.
- c) Library books and maps must not be defaced or damaged in any way.
- d) Food and drink can be consumed in the Lyell Room, the Gertrude Elles Room and Lower Library. Bottled water only is permitted in the main reading room of the Library.
- e) Library users are prohibited from using the Library's public PCs to visit offensive or inappropriate websites.

The Library's collection can be consulted by researchers, consultants and members of the public on payment of a visitor's fee. An appointment is essential for non-members to ensure Library staff have the material visitors need and advise them if there is a better alternative. Visitors are required to complete the Library Registration Form for Non-Members and provide ID/proof of address.

Non-members who are accompanied by a Fellow do not need to make an appointment but our 'private research' charges will apply if using Library material.

Conference attendees and Bookshop customers can visit the Library but must pay a visitor's fee if using the Library's collections and services.

3 – LOANS

This service is available to Fellows of the Geological Society of London as well as to employees of Corporate Patrons, who may borrow books, journals and maps via their company libraries / information centres.

Material from our historical and archive collection cannot be borrowed whilst items published in the early 20th century may be loaned at the discretion of the Head of Library and Information Services. In some instances, the Head of Library and Information Services may insist that such items be collected and returned to the Library in person, rather than by post.

Items can be sent by post anywhere in the UK via Royal Mail. Fellows and Corporate Patron companies can choose to have items posted by First Class or Special Delivery. The Library will post items to most countries in Europe using Special Delivery. This is at the discretion of the Head of Library and Information Services and dependent on postal guarantees/insurance.

Number of loans:

Fellows: up to 6 books/serials and 6 maps

Candidate Fellows/Junior Candidate Fellows: up to 3 books/serials and 3 maps

Corporate Patrons: up to 12 books/serials and 12 maps per organisation

The loan period is 4 weeks. Loans can be renewed for an unlimited number of 4 week periods provided they are not required by another reader. If items have been on loan for 1 year we request that they are returned to the Library for re-issue.

Fellows may send someone to collect books on their behalf by prior arrangement.

4 – LIABILITY

The borrower is responsible for any item from the moment of receipt until it is received back into the Library. Borrowers will be liable for damage to or loss of items while in their charge or while in return transit by post. Items being returned by post should be packed securely and sent 1st class and Special Delivery.

5 – PHOTOCOPYING, SCANNING & PHOTOGRAPHY

A photocopier is available in the Library for self-service use. Scans can be made to USB sticks for which a charge will be made. Pages may be photographed for private research purposes only.

By law, no more than 5% of a book, one article per journal issue and a maximum of one A4 size of a map can be copied or scanned.

The Library can provide Fellows, Corporate Patron members, Friends and non-members with physical (by post) and digital (emailed PDF) copies of articles for non-commercial research, and physical copies for commercial research for a fee. A form must be completed for each article requested for non-commercial research. We are unable to supply copies of maps using this service.

<https://www.geolsoc.org.uk/photocopy>

The Library normally charges for the reproduction of its images. Readers can take reference photographs (without flash) of material for their own personal research only. This is at the Head of Library and Information Services' discretion. If at a later date readers wish to use these images in a publication (print or online) they must contact the Library to ask for permission to do this. The Society can provide high-quality photographs of out of copyright images for publication purposes for a fee.

Photographing material from the Archive and of maps that are protected by copyright is not permitted.

6 – PAYMENT FOR LIBRARY SERVICES

Receipts are issued for all self-service copying and other services provided for Library users. Invoices will be enclosed with physical and digital copies as well as loans sent by post. Invoices should be paid within 30 days of issue.

The current fees are listed on the Geological Society's website:

<https://www.geolsoc.org.uk/LibraryUse>

Failure to pay for Library services will result in the right to use the Library being withdrawn.

7- ACCESS TO E-RESOURCES AND USE OF IT

A collection of 100+ e-journals and 50+ e-books is available to all Fellows onsite and off-site as part of their membership for their personal use only. Systematic downloading of articles or chapters and sharing login details are not permitted. Registration for this service can be done in person in the Library or online

<https://www.geolsoc.org.uk/AthensAccess>

All Fellows, employees of Corporate Patron organisations, Friends and external researchers have access to the Geological Society's Library four public PCs, Wi-Fi and onsite e-resources. Printing and the use of USB sticks are also available on public PCs.

8 – ENFORCEMENT OF LIBRARY REGULATIONS

All members of the Library staff are empowered to enforce the Library Rules and Regulations and access may be revoked at the Head of Library and Information Services' discretion.

Fabienne Michaud
30 January 2019