

## Guidelines for group visits to the RHUL archive and special collections

The archives and special collections provide access to significant historical holdings on the history of Royal Holloway and relevant special collections and rare books. We offer group visits to the archive reading room which provide students, staff and external visitors an opportunity to explore the collections and browse a range of highlight original documents and sources.

To book an archive group visit, the event organiser should contact the archivist by emailing [archives@rhul.ac.uk](mailto:archives@rhul.ac.uk). Before a booking can be confirmed, the following details are required: module title and code (if applicable), rationale for visit, expected number of attendees (**please note we do not routinely book sessions for less than 6 visitors due to capacity demands, the maximum number we can accommodate in a single visit is 20**). Requests for material to be displayed should also be made well in advance of visit.

The Event Organiser must be a member of staff. They will be the named contact point for the booking and present throughout. All visitors to the archive reading room will be accompanied by the archivist or culture team staff.

### Special attention should be paid to the following guidelines:

Operational Procedures for Archive group visit bookings:
On arrival please wait in the foyer area outside the archive reading room.
No food or drink is permitted in the archive reading room at any time.
No bags or coats should be taken into the reading room, lockers are provided.
Pencil only, no pens allowed in the reading room.
Please follow staff advice on handling original documents.

The Culture Team and/or the Conference Office reserve the right to refuse or cancel an event should it be considered an inappropriate use of the space.