



Pepys Library  
Magdalene College  
Cambridge

## Consulting Special Collections Materials Guidelines for Readers

- 1) Readers must bring with them a letter of introduction from someone who knows them and their work, preferably on the note paper of an academic institution. We shall keep this for our records, so if it is needed for other library visits it is advised that a copy is made. Staff will also need to see a piece of photo I.D.
- 2) Upon your arrival we will ask you to watch a video regarding conservation and correct handling of special collections. If you wish to view the video in advance of your trip, please follow this link: <https://youtu.be/FQDIJT1BBFA>
- 3) Pencil only may be used. You may use a laptop. We regret that photography, even for personal use, is not allowed. We offer a photographic service to readers.
- 4) Readers are normally accommodated in the Pepys Library (Second Court). When you arrive, please ask the porters for directions. In the mornings, there is a 'closed' barrier in front of the Pepys library staircase. Please disregard this; it is there to prevent tourists entering outside of the public opening hours.
- 5) The Pepys Library is on the first floor of a seventeenth-century building: we regret that there is currently no access by lift. The Library is also open for part of each afternoon to the general public; and readers may be slightly disturbed by the movement of visitors around the Library. Please note that in the winter months the Library can be cold; please bring a few extra layers.
- 6) Due to limited reader space, appointments must be made at least two weeks in advance wherever possible and are normally made 10am to 1pm and 2pm to 5pm Monday to Friday. Please check for any seasonal closures on our website.
- 7) There are wireless internet facilities available. If you have an 'Eduroam' login and password one should be able to connect automatically to the network. If you do not have access to Eduroam, please register for temporary wifi access at the porters' lodge upon arrival if you require internet access.

We look forward to your visit.