

## Temporary changes to library regulations from 13 July

In order to ensure the safety of our staff and readers we have made some significant temporary changes to our library regulations and the services available. Please make sure to read the following carefully to make the most of your visit.

These regulations will be under constant review and might be changed at short notice. In visiting us you agree to abide by these rules. We reserve the right to deny you access to the library for a two-week period, if you fail to do so.

Should you develop COVID-19 symptoms after your visit to the GHIL please make sure to inform us immediately to assist with contact tracing.

### Revised opening hours:

Monday to Friday, 10am - 3pm (registered readers only)

### Desk reservations:

Visiting the library is only possible for registered users, who will need to make an appointment in advance. Please reserve your desk by 2pm the previous working day at the latest.

In order to book a slot, please send us an email ([library@ghil.ac.uk](mailto:library@ghil.ac.uk)), including your name, reader number, topic of research, the date and time you would like to visit us.

Please let us know if your research need is urgent so that we can prioritise your request.

You will receive a confirmation email which includes a desk number; make sure you use only the desk allocated. If all available slots are already booked on your chosen day, we will offer you an alternative date.

If you do not keep your agreed appointment, we reserve the right to deny you further appointments for a two-week period.

Please note, that currently only shelf marks S and L are freely accessible. For all other items we will offer a twice daily fetching service. You may also pre-order two items in your booking email. See our [library catalogue](#) for our holdings.

### Access to collections:

The basement rooms are not accessible to readers and materials from these rooms will have to be fetched by staff. Shelf marks S and L are not affected. You may order items via email to [library@ghil.ac.uk](mailto:library@ghil.ac.uk). Staff will fetch orders at 10:30am and 1pm. There is a limit of 5 items per reader each time. See our [library catalogue](#) for our holdings.

## Services:

### Available:

- scan to usb (bring your own)
- digital photography (with your phone or camera)
- terminals for access to the Online Catalogue and the Digital Library
- Common Room
- Virtual Enquiry Desk

### Not available:

- cloak room
- coffee machine
- paper copies or print-outs
- newspapers

Please also remember that we have a wide range of electronic resources which are accessible while you are in the building, and most have options for partial downloads to your laptop.

A member of staff will be available in the ground floor library office for assistance. Please respect social distancing and wear your face covering when talking to staff. Should you need more detailed assistance or have questions related to your research please send an email to [library@ghil.ac.uk](mailto:library@ghil.ac.uk). If appropriate, we may offer you advice via a video call.

## Hygiene and social distancing:

The building is cleaned professionally on a daily basis. In order to ensure the safety of our staff and readers we encourage the following additional hygiene measures.

Entry to the building is dependent on wearing a face covering (bring your own). You may only remove your face covering while seated at your desk. Please use the hand sanitising stations when you enter the building.

We encourage all readers to clean their table and chair before and after use with the disinfectants provided. Do not try and disinfect any library materials or computer equipment, photocopiers, scanners or ladders. Instead, please sanitise your hands both before and after using them. Hand sanitiser is available in all reading rooms. Please be aware that library materials will not be quarantined after use.

To improve ventilation windows will be opened by staff and should be left open if at all possible. The lift should only be used if you cannot manage the stairs.

It is your responsibility to follow all hygiene rules in addition to the current government guidelines on social distancing as best you can. We encourage people to keep 2m apart wherever possible.

We are trying our best to make your visit as safe as possible but we cannot be held responsible for any remaining risks.

Thank you for your patience and understanding while we establish new procedures in these uncertain times. We very much welcome your feedback to [library@ghil.ac.uk](mailto:library@ghil.ac.uk) as we try and work out how to keep you, our readers, and our staff safe while still providing as many of our services as possible.