

LIBRARY AND ARCHIVES Readers Application and Understanding

Name (block letters)
Permanent address
Telephone number
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Current address
(if different)
Please tick if appropriate: Undergraduate [] Masters degree [] PhD/DPhil []
Family history [] Other []
Subject of research
Where did you find out about the Archives?:
Leaflet [] Word of Mouth []
Website [] (please specify)
Internet Search Engine [] (please specify)
Declaration: As a condition of having access to any material held by the French Protestant Church in London (FPCL), I undertake to abide by the rules (printed overleaf), which I have read. I further undertake to indemnify the FPCL and, where applicable, also the owners of such records or manuscripts, against all claims and actions arising out of the use or publication by me of any matter taken from the archives or printed books consulted which may be held to constitute a libel, an infringement of copyright, or breach of confidence.
Readers signatureDate

The data collected from you on this form will be processed in compliance with Data Protection law. The information will

not be disclosed to any other 'third party' unless required by statute or by obtaining your express approval.

Rules for Readers

- 1. A reader will be required to provide proof of identity when first coming to the Library.
- 2. Appointments to consult materials should in the first instance be arranged in advance by emailing the French Protestant Church in London collections@egliseprotestantelondres.com.
- 3. Due to the specialist nature of the collection and the unique nature of many of the materials, items can only be consulted in the dedicated room at FPCL. The borrowing of items is not permitted.
- 4. Readers are responsible for all materials that they are consulting. Materials must be handled with the utmost care and kept in their correct order. On no account may they be removed from the reading room or left unattended.
- 5. Use only a pencil or laptop for taking notes and avoid resting any weight on archival material. Never mark materials in any way.
- 6. Please note that there is no photocopier in the Library room. A limited number of photocopies may be supplied at the discretion of the Archivist. They will be charge 20p per page.
- 7. Digital photography is permitted in the reading room on the condition that neither a tripod nor flash are used. A permit must be obtained from a member of staff before any images may be taken. Permits cost £5.00 for one day.
- 8. A reader wishing to publish any quotation or information, including pictorial, derived from any archive material must apply in writing for prior permission from the Archivist or other appropriate person(s) from the FPCL.
- 9. Any information you supply to the FPCL as a reader will be treated in accordance with the Data Protection Act. It will be used principally for administrative, statistical and security purposes, although correspondence will ultimately become archived records and may in future be used for research purposes.
- 10. Acknowledgement must be made in any published work to the Library and Archives of the French Protestant Church in London, including the reference of individual documents.

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MAINTAIN THIS OUSTANDING COLLECTION.