

The Royal and British Numismatic Societies' Library Regulations

1. The joint Library of the Royal Numismatic Society and British Numismatic Society is housed in the basement of the Warburg Institute, Woburn Square, London WC1H 0AB.

2. All visitors to the Warburg Institute are required to sign in at Reception and members of the Societies will need to show a current signed membership card to gain access to the Library.

3. The Numismatic Library will be open on Tuesdays from 12.00 noon to 5.00 pm, except over Easter and Christmas when the Warburg is closed. Reception will not provide anyone with a key; only the Librarian and members on the voluntary rota will have these. On Tuesdays when there is a Society lecture the closing time may be extended to 6.00 pm if a Key Holder is available.

4. On entering the Library all members are required to sign the attendance book and leave bags or cases near the Librarian's desk.

5. Members may borrow a book for a period of up to three months and must follow the instructions displayed by entering details into the Lending Register and completing the Borrowing Card (found in the front of the chosen book). This Card and their current membership card must be shown to the Warburg Reception *immediately* on coming up from the Library, whether members are leaving the building or staying for a Society Meeting. The Reception staff are required to examine all bags, etc., and they will retain the Borrowing Card as authorization to remove the book.

6. No member may have in his or her possession more than four books at any one time. Unbound periodicals or sale catalogues

may not be borrowed, except with the express permission of the Librarian. Borrowed books and other items may not be taken out of the United Kingdom.

The Librarian may authorise an extension of up to three months, if there has been no other request for the title. However, no further extension is permitted and the book must then be returned, though it may be borrowed again at a later date. The Librarian will enter details of the extension in the Lending Register.

Members may also apply to the Librarian to borrow books and have them left at Reception for collection within fourteen days.

7. Books may be returned, even if the Library is closed, by leaving them at Reception with a request to put them in the Numismatic Library 'pigeon hole'. The Warburg is open Monday-Saturday; times should be checked in advance. Post may also be used to return books using the address below. Returned books should be placed next to the Lending Register, *not* replaced on the shelf. Only the Librarian or his designated nominee will be responsible for cancelling a loaned title and returning the volume to the shelves.

8. Any member who fails to return a book to the Library, returns a book in a damaged state or damages a book or other item in the Library shall replace the same or pay adequate compensation therefor.

9. The Rota of Library Key Holders is displayed on the Library notice board and is drawn up for about six months in advance. It may be necessary at times for the volunteers to exchange duty dates if one turns out to be inconvenient and this can be done by mutual agreement, without referring to the Librarian.

The Librarian
The Numismatic Library
Warburg Institute
Woburn Square
London WC1H0AB

Tel. 020 7862 8949 (Warburg Reception)
020 7862 8951 (Numismatic Library)
E-mail: librarian@britnumsoc.org