

## IMPERIAL COLLEGE ARCHIVES

Admission to Imperial College Archives is by appointment only to bona fide scholars; prior proof of status, proof of identity and a description of the research project is required. Please notify us in advance of any special access requirements.

Material from the College Archives must be respected by the researcher. Researchers must abide by all regulations and the opening hours.

**Opening Hours:**  
**Monday to Friday**  
**10 am - 12.30 pm;**  
**2 pm - 5 pm**

N.B. Opening hours are at the discretion of the Archivist and may be subject to alteration.

- No eating, drinking, or smoking is allowed.
- Pencil only is to be used. No ink or correction fluids are to be used. Do not mark archival material in any way.
- Researcher's own laptop computer may be used if using their own battery\* and their use does not disturb other researchers.  
\* Using Imperial College mains electricity supply is at the researchers own risk
- Do not lean on or rest items on archival papers, volumes or other material. Book rests are available.
- Do not handle or touch material any more than is absolutely necessary. Always retain the order of loose papers.
- No material belonging to the College Archives can be removed from the search room under any circumstances.
- Bags must be left away from the researcher's desk. Researchers are responsible for their possessions whilst on the College premises.
- Photocopying, digital copying and photography are undertaken by staff and only at the discretion of the College Archivist. The use of electronic scanners is not allowed.
- All material from the College Archives is subject to Copyright. The physical condition of the material must be respected. Fees are payable for photocopying – please see overleaf for details.
- Photocopy request forms and Copyright Declaration forms must be completed. Please allow 10 working days for copying orders to be processed.
- Permission to refer to or to quote from any material supplied by the College Archives must be applied for.

For breaks cafeterias are available around the campus (directions can be given), as part of our emergency procedures please take your emergency evacuation card with you when you leave the archives during your visit. Please see full evacuation procedures overleaf.

## Emergency Evacuation of the Building

- **Researchers must leave the College Archives material on their desk and immediately evacuate without stopping to collect their belongings, bring your emergency procedure badge with you. Please leave the offices and building as directed by a member of staff. Doors will be locked when all personnel have been evacuated from the offices.**

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The nearest fire exit –

- Leave the Reading Room via the office door and walk to the corridor.
- Turn left to the double wooden doors
- Enter the stairwell take the flight of stairs on your right and walk down the stairs
- At the ground floor exit the building into the car park
- Walk straight ahead to the zebra crossing
- Turn left at Imperial College Road
- Walk along to the Queen's Tower
- Our meeting point is F which is by the Queen's Tower
- Fire Marshalls will be evident around the campus

## Payment Advice

- **Photocopies** will be charged per opening:  
50p -£1 depending on the nature of the item and any difficulties in copying  
– colour may incur greater costs
- **Digital Imaging** (scanning/digital photography and film photography only to be carried out by members of staff)  
75p - £2 to be discussed when requested
- There are discounted Rates for internal researchers
- Postage and Packaging will be charged at First Class rate.

If it is necessary to use external companies for reproduction of material a quote would be obtained by archives staff and agreed before work undertaken. The College's photographer can be booked via Archives, for a minimum fee of £60 and an hourly rate thereafter.

## Methods of Payment

**Cash** – Can only be accepted on the day or you can return by appointment – please do not send cash

**Cheques** – minimum charge £5.00, please make payable to “Imperial College London”.

Please note that the cost of processing is 18.5% - additional to the cost of photocopies

**Bank Transfers** (International minimum charge £7.00)

Please let us know if you plan to pay using US Dollars or Euros, as some restrictions may apply.

Please note that we are unable to accept payments using credit or debit cards.