

# *Your first visit to the Caird Library at the National Maritime Museum*

## **On the web**

Many online resources will help you plan your visit. A series of research guides can be found at [www.nmm.ac.uk/researchers/library/research-guides](http://www.nmm.ac.uk/researchers/library/research-guides) . These guides give a flavour of what are in our collections and the ways they can aid you in your research. The Caird Library has two online catalogues: the Archive Catalogue ([www.nmm.ac.uk/archivecatalogue](http://www.nmm.ac.uk/archivecatalogue) ) for manuscripts and original documents, and the Library Catalogue ([www.nmm.ac.uk/librarycatalogue](http://www.nmm.ac.uk/librarycatalogue) ) for modern and rare printed books and journals.

## **Entry to the Caird Library**

We require all users of the Caird Library to apply for a Reader's Ticket. You can apply for a Reader's Ticket by creating an account online at [www.nmm.ac.uk/aeon](http://www.nmm.ac.uk/aeon) .

Two types of Reader's Ticket are available. The one-day ticket allows access to the Reading Room and to the electronic and printed resources held on open access shelves. One proof of identification bearing your name and signature is required.

The three-year ticket allows access to the Reading Room and from autumn 2011, will allow readers to request manuscripts, rare books, prints and drawings, maps and charts, and other collection items that are housed in our Archive stores.

When you arrive at the Caird Library Reception Desk (First floor of the Sammy Ofer Wing) you will need to bring two forms of identification to get a three-year ticket. These are:

- One piece of identification bearing your signature (a passport, driving licence, or bank/credit card etc.)
- And one proof of address (utility bill, council tax bill, credit card statement etc).

A full list of all acceptable forms of identification is available at [www.nmm.ac.uk/aeon](http://www.nmm.ac.uk/aeon) . We can only accept originals, not copies, of your identification. Internet print-offs of bills and bank statements are not accepted. We will also take your photograph before issuing you with your Reader's Ticket.

By signing your Reader's Ticket, you are agreeing to abide by the Caird Library's conditions of use and rules.

## **What to bring**

You will need to bring your Reader's Ticket with you each time you visit the Caird Library and show this at the Reception Desk upon arrival.

Caird Library users must leave all large bags, coats, food and drink at the Museum's main cloakroom on the Ground Floor of the Sammy Ofer Wing. The cloakroom is near the main Information Desk. There are lockers for small bags, laptop cases and newspapers by the Library Reception Desk on Floor One.

Laptops and materials for study may be brought into the Caird Library. Clear plastic bags for carrying papers and laptops are also available from the Caird Library Reception Desk. If you have a mobile phone, please ensure it is switched to silent and that if you must take or receive a call, you leave the Reading Room. No pens may be brought into the Reading Room – but don't worry if you forget a pencil – we have a supply of complimentary Museum pencils for you to use.

## **In the Library**

The Reading Room is divided into two halves, a Group Study Area and a Quiet Study Area. If you are working with another or wish to discuss the items you are viewing, please take a seat in the Group Study Area where conversation is permitted.

If you are studying alone, or wish a quieter space in which to work, please use the Quiet Study Area. If you are seated in the Quiet Study Area and need the assistance of a member of staff, please enter the Group Study Area for assistance.

The Enquiry Desk will be staffed throughout our opening hours by a professional team which can help you find resources to aid your research.

The Reprographics Area provides access to our self-service scanner, photocopier, digital microfilm readers and Sailing Navy Ship Plan Viewer. You will be able to pay for any photocopies or scans using a payment card, available from the dispenser in the Reception area. Camera stands are available for self-service photography. There may be photography restrictions on some items or if your research is for commercial purposes, so please check with staff before taking any photographs.

A variety of electronic resources are available via the ten public PCs available in the Caird Library. For more details, see <http://www.nmm.ac.uk/researchers/library/electronic-resources>. Our free Wi-Fi connection also allows readers with laptops to access the Internet.

## **Getting in touch**

If you have a general enquiry about the Archive and Library collections please email [manuscripts@nmm.ac.uk](mailto:manuscripts@nmm.ac.uk)  
Or  
[library@nmm.ac.uk](mailto:library@nmm.ac.uk).

We are unable to undertake extensive research but we are happy to answer questions about the Archive and Library collections and to assist readers with discovering resources to aid their research. For more information about our enquiries service, please visit [www.nmm.ac.uk/researchers](http://www.nmm.ac.uk/researchers).

Orders for scanning requests should be emailed to [aeon@nmm.ac.uk](mailto:aeon@nmm.ac.uk). **Please note that our digital scanning service will become operational again from late autumn 2011.**

If you would prefer to get in touch by telephone, the Caird Library can be contacted on 020 8312 6516 during opening hours (10.00-16.45).

## **Opening hours (from 14 July until full service resumes)**

The Caird Library is open at the following times:

	Open	Closed
Monday	Closed	
Tuesday	10.00	16.45
Wednesday	10.00	16.45
Thursday	10.00	16.45
Friday	Closed	
Saturday	Closed	
Sunday	Closed	

The Caird Library is closed on Sundays and Public Holidays.