

# Caird Library and Archive

## Helping you prepare for your first visit

### On the web

Many online resources will help you plan your visit. A series of research guides can be found at <https://www.rmg.co.uk/collections/research-guides/>. These guides give a flavour of what is in our collections and the ways they can aid you in your research. Our online collections catalogue can also be found at <https://www.rmg.co.uk/collections/>

Another source of information are the blog articles written by museum staff, including the library team, on many topics of research and highlighting items in our collection. We hope you find them helpful.

<https://www.rmg.co.uk/stories/blog-s>

### Entry to the Caird Library

All users of the Caird Library need to have a reader's ticket. You can register for a reader's ticket by creating an 'Aeon' account online at <https://archiveandlibrary.rmg.co.uk>.

Your 'virtual' Aeon reader's ticket allows access to the Reading Room, to electronic and printed collections held on open access shelves and also enables you to request manuscripts, rare books, prints and drawings and other collection items housed in our archive stores. You can begin to request items for your first visit as soon as you have registered online whether this is at home or in the library. Please note: Ideally, orders need to be received by 12.30 the weekday before your visit.

When you arrive at the Caird Library Reception Desk (floor one of the Sammy Ofer Wing), please bring two forms of identification with you in order to be issued with a three year reader's ticket. One should bear your name and signature (e.g. a passport or bank / credit card etc.). The other should give proof of your address (e.g. a utility bill, council tax bill, driving licence etc.). A full list of accepted forms of identification is available at <https://archiveandlibrary.rmg.co.uk>. We can only accept originals, not copies, of your identification. We will take your photograph and validate your Aeon account, which will serve as your 'virtual reader's ticket' for three years.

On subsequent visits, please give your name at the Library's reception desk and we will locate your reader record and sign you into the Reading Room.

### How to order

You can order items in advance of your visit so that they are ready and waiting for your arrival. You can request up to 10 items. Orders need to be received by 12.30 the weekday before your visit. As you consult items during your visit, you will be able to



order more items for delivery at our additional document production time at 14.00. Also, some of our collection items are stored in another location and require an 8-day delivery time. A maximum of 20 items can be consulted in a day.

Visitors to the Caird Library no longer need a timed admission ticket to the National Maritime Museum, although a ticket is recommended if you plan to visit the Museum's special exhibitions. When you arrive at the Museum's entrance, please let the staff on duty at the Information Desk know that you are visiting the Library and they will direct you up to the Reading Room.

There are free lockers for small bags, laptop cases, newspapers and food / drink in the Library's Reception area. Large bags (including cases) and coats should be left in the Museum's main cloakroom (a secure room) on the Ground Floor of the Sammy Ofer Wing. This is a free service and is provided by the front of house team. Please enquire at the Information Desk at the main entrance.

Laptops and materials for study may be brought into the Caird Library. Clear plastic bags for carrying papers etc. are also available in the Caird Library Reception area. If you have a mobile phone, please ensure it is set to silent and if it is necessary to make or receive a call, please leave the Reading Room. No pens may be brought into the Library but complementary Museum pencils are available for your use.

## In the Library

The Reading Room seats eleven readers in our **Study Area**. An **Overflow Area** is available to host group visits and individual researchers on busy days when no seats remain in the Study Area. Where possible, we recommend pre-ordering documents so that we know to reserve a study space for you on the day you have requested.

The **Reception & Enquiry Desk** will be staffed throughout our opening hours by a professional team who can help you find resources to aid your research. Requested documents will be delivered to your desk by our invigilator.

**Reprographics facilities** include our self-service scanner and digital microfilm reader. Please speak to a member of staff if you wish to use the self-service scanner. There are two options, printing on A3 or saving the image to a memory drive. 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 always check with staff before taking any photographs. Instruction notices are also placed on each research table.

A variety of electronic resources, including access to online subscriptions of journal articles and popular family history resources, are available via the public PCs located in the Caird Library reading room. For more details, see <https://rmg.co.uk/collections/caird-library/electronic-resources>. Our free WiFi connection also allows readers with laptops to access the internet and the electronic resources.



### Getting in touch

If you have a general enquiry about Library and Archive collections, please email [library@rmg.co.uk](mailto:library@rmg.co.uk).

We are unable to undertake extensive research, but we are happy to answer questions about our collections and to assist readers with discovering resources to aid their research. For more information about our enquiries service, please visit: <https://rmg.co.uk/contact>

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

### Opening hours

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

The Library is closed on Saturdays, Sundays & Mondays, public holidays and is usually closed for two weeks between Christmas and the New Year.

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