



ARMADALE

CASTLE, GARDENS & MUSEUM OF THE ISLES

THE SPIRITUAL HOME OF CLAN DONALD

Conditions of use: Reading Room at the Museum of the Isles

In order to protect the collections for future users, we request that all visitors follow these conditions of use:

Use, security, and protection of the collections

- All collection items (e.g. books, manuscripts, maps, archives, etc.) are for use within the Reading Room only.
- Please treat all material with great care. Ask a member of staff if you need help or advice in handling any item, and please bring any existing damage to our attention. Please do not rearrange any loose documents.
- Only pencils or laptops/tablets may be used in the Reading Room. Tracing is not permitted. Do not bring the following items into the Reading Room: pens, marker pens, crayons, paints, correction fluid, glue, ink, scissors, staplers, post-it notes or any substance or equipment which might damage items from the collection.
- Food and drink are not permitted, including bottles of water, chewing gum and cough sweets.
- All bags, including handbags, briefcases and parcels must be left under the table or at the entrance to the Reading Room. All personal belongings taken in and out of the Reading Room are subject to inspection.

Copying from the collections

- Copying from the collections must comply with current UK copyright legislation.
- The use of personal copying equipment such as portable scanners is not permitted.
- Photography (with own equipment, no flash) is permitted for non-commercial research only.
- You will be asked to complete a copyright declaration recording your details and the items copied. Photographs required for publication must obtain the relevant **permissions**.

A pleasant study environment

- Please be considerate towards other users. Noise should be kept to a minimum and mobile phones must be turned to silent mode.
- Please treat everyone with respect and courtesy. Anyone who behaves in an inappropriate manner towards other staff or users, including swearing, raising their voice or making unwanted physical contact, will be asked to leave.