

# Conditions of Use

## Alexander Turnbull Library reading rooms

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The services and collections of the Alexander Turnbull Library are freely available to all who need them.

The Turnbull Library is responsible for the collection and preservation of New Zealand's documentary heritage collections and must:

- save and protect the collections
- make them available to readers for study in an appropriate environment
- carry out its legal duties
- provide staff with a safe environment.

### Using the Turnbull Library reading rooms

We will ask you on your first visit to register with us. Registration requires you to complete a form, identify yourself, and outline your research interest.

We ask researchers to help us preserve and care for collection items by:

- not marking, writing on, or tracing any collection item
- not bringing into any area of the Turnbull Library food, drink (including water bottles), sweets (including cough drops), chewing gum, pens, ink, highlighter pens
- not using personal scanners and/or copying devices.
- leaving handbags, satchels, backpacks, lap-top cases, coats, umbrellas at the Visitor Centre
- not removing any collection item from the reading rooms
- wearing white gloves (supplied by the Turnbull Library), if asked, when handling fragile items.

Please show consideration for other researchers by making as little noise as possible, turning off your mobile phone or putting it on silent mode, and treating other readers with courtesy, respecting their privacy.

### Making copies and publishing

If you want copies of any items, staff can recommend the appropriate form of copy and arrange to have it made, within the provisions of the Copyright Act. You may not copy items yourself.

If you intend to publish something, you may need to determine the copyright status of the collection item, and obtain permission from the Turnbull Library as owner of material.