



# The Huguenot Library

Visiting the Library at The National Archives

## Opening times

Tuesday	10.00-2.45
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In order to ensure the safety of staff and visitors, our reading room is open to a limited number of readers on Tuesdays only.

## Where to find us

Directions to The National Archives, including maps, can be found at:

<http://www.nationalarchives.gov.uk/about/visit-us/how-to-find-us/>

The nearest tube station is Kew Gardens, served by the District Line (Richmond branch) and London Overground. The journey from Central London takes approximately 40 minutes. The National Archives is a 10-minute walk from Kew Gardens station.

## What to expect when you visit

Information on the special measures put in place at The National Archives and the service we can provide can be found at:

<http://www.nationalarchives.gov.uk/about/visit-us/researching-here/what-can-i-expect-when-i-visit/>

## Where to go when you arrive

On your arrival at The National Archives, you do not need to check in at the main Reception Desk. Turn left towards the cafeteria (currently closed), and head for the cloakrooms. You will need to leave all bags and coats in the free lockers provided. **There are five lockers marked UCL that you can use. Please do not use any other lockers.** Make your way to the first floor. (Please note that there is a lift just by the stairs). Proceed to the 'Start here' desk with your 'Letter of introduction' and form of ID (a current UK Driving Licence, a valid passport, or a UCL ID if you are a UCL member). You will then be shown to the reading room.

You can find a map of The National Archives at:

<http://www.nationalarchives.gov.uk/documents/tna-welcome-leaflet.pdf>

**Please bear in mind that the café is closed as well as the restaurant, shop, lecture room and exhibition space.**

A disabled access guide is available at:

<http://www.nationalarchives.gov.uk/visit/disabled.htm>

## What you may take into the reading room

(This is a summary: further details can be found at <http://www.nationalarchives.gov.uk/about/visit-us/researching-here/can-take-reading-rooms/>)

**Please note that to minimise the risk of infections no pencils, paper, notepads and research notes in hard copy may be taken into the reading room.**

**Digital cameras** – You may use a digital camera to photograph some documents but flash photography is not allowed. Please remember to disable your camera's flash facility. More details on making requests for taking digital images can be found in the Huguenot Library's *Copyright and Images Policy* available at:

<http://www.huguenotsociety.org.uk/library-and-archive.html>



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**Mobile phones** – Phones may be used in the reading room but must be turned to silent mode, and only used for text messaging or photography.

**Laptops and tablets** – You may bring tablets and laptops; the reading room has power sockets and wifi access.

## Open access material

Books and journals on open access are still available in the reading room. They are removed at the end of each day and quarantined after each use.

## Electronic resources

Readers can access the electronic resources from the computers in the reading room. **Computers are thoroughly cleaned each day and no more than one reader can use the same computer within a 24-hour period.** Whilst a member of staff will be in the reading room, they will not be able to switch on, or touch the keyboard.

Step-by-step instructions on using the electronic resources in the reading room are available at:

<https://www.huguenotsociety.org.uk/uploads/docs/Digital%20resources%20on%20pc.pdf>

If you prefer to bring your own laptop to access the electronic resources, we will issue you with a one-day username and password. Please let us know in advance should you wish to do so.

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