



UCL School of Pharmacy Archive Handling Policy

Collection materials including (but not limited to):

- Loose documents
- Loose photographs
- Photograph albums
- Books
- Magazines
- Objects

Material to be consulted in general library office, under supervision from Library staff. The office is located in the Library on the first floor of the School of Pharmacy.

Please notify the Library ahead of your visit if you have any access requirements.

Please let staff know in advance the material you wish to consult or your research query. Please contact sop.library@ucl.ac.uk or telephone 0207 753 5833.

Food and drink are not permitted in the vicinity of archive collections.

Please handle fragile items with care. Book cushions are available for fragile material.

Please do not remove photographs from the protective sleeves.

Please use pencil only for notes. If you require a pencil, please speak to Library staff.

Photographs may be taken as long as:

- research is for non-commercial use/private study
- Material is out of copyright or the permission of the copyright holder has been granted
- Doing so does not affect [data protection](#)
- Photographs will not be published or shared

Please do not make copies without notifying Library staff, who will be able to advise on copyright or the condition of material.

Please maintain the order of the contents of all archival boxes and return items to the correct box.