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BRITISH MUSEUM

A GUIDE

TO THE USE OF THE

READING ROOM

(u16)

LONDON

PRINTED BY ORDER OF THE TRUSTEES

1938

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PURPOSES FOR WHICH THE READING ROOM IS DESIGNED

THE Reading Room has accommodation for 460 persons. The daily average of readers exceeds 700 with a tendency towards a further increase. These figures show the importance of preventing overcrowding.

When the present Reading Room was opened in the year 1857 there were in the United Kingdom very few libraries which were open to students. At the present day almost every town of any size or importance is provided with a Free Public Library from which all residents, whether ratepayers or not, are entitled to borrow books for home reading. The greater number of these libraries are also provided with a reference department in which are placed standard works and books of reference which are at the disposal of anyone who enters the library. In the County of London there are numerous principal municipal libraries, each containing a reference department, and about sixty branch libraries from which books can be borrowed. In the suburbs, beyond the County Council boundaries, there are municipal libraries with reference departments and branches. Outside London, there are the city and town libraries and the county libraries. Co-ordinating the whole system there is the National Central Library by the help of which, through the reader's own local library, books can be obtained from the pooled resources of a very large number of general and special libraries throughout the country.

Any person, therefore, who requires to consult the latest English encyclopædias, dictionaries, gazetteers and directories,

to study the best editions of the works of great authors, or to make use of standard text-books, can find what he wants outside the British Museum.

The Reading Room is in fact, as well as in theory, a literary workshop and not a place for recreation, self-improvement or reference to books which are obtainable elsewhere. Those who can put forward the strongest claim to its use are persons who have occasion to consult original sources, books or periodicals which they cannot find elsewhere, and those who, for literary, scientific or other serious purposes, require a wider range of books on the subject of their study than can be found in other libraries. Applicants should bear this in mind when stating their reasons for desiring admission.

In order to reserve the limited space of the Reading Room for those who are legitimately entitled to use it, the following restrictions have been placed on the granting of tickets of admission and on the class of books that may be used in the Reading Room.

“No person under twenty-one years of age is admissible except under a special order from the Trustees,” which is not granted unless a very good cause can be shown.

“No person will be admitted for the purpose of preparing for examination, of writing prize essays, or of competing for prizes, unless on special reason being shown; or for the purpose of consulting current directories, racing systems, lists of unclaimed moneys, or similar publications.”

Works of fiction are not, under ordinary circumstances, supplied to readers within five years of publication. Readers who for any special reason desire to make use of a recently published novel should state their purpose to the Superintendent of the Reading Room.

Unbound files or numbers of current newspapers are obtainable only under the conditions given below (p. 23).

TICKETS OF ADMISSION TO THE READING ROOM

The following are the regulations as to admission to the Reading Room :—

“Persons desiring to be admitted to the Reading Room must apply in writing to the Director, specifying their profession or business, their place of residence, and the particular purpose for which they seek admission.

“ Every such application must be made two days at least before admission is required, and must be accompanied by a written recommendation from a person of recognised position, with full signature and address, stated to be given on personal knowledge of the applicant, and certifying that he or she will make proper use of the Reading Room. The Trustees cannot accept the recommendations of hotel keepers or of boarding-house or lodging-house keepers in favour of their lodgers.

“ The privilege of admission is granted upon the following conditions :—

- (a) that it may at any time be suspended by the Director ;
- (b) that it may be at any time withdrawn by the Trustees in their absolute discretion.”

The full text of the Rules and Regulations will be found on pp. 37-39.

In naming the purpose for which admission is requested it is desirable to give, however briefly, as definite a statement as possible. General or vague terms, such as “ Study,” “ Research,” or “ Literary work,” cannot be accepted, and the use of such terms will inevitably involve delay in granting a ticket of admission, even if it does not lead to a refusal to do so.

Tickets are granted for various periods, ranging from a single day to six months. At the end of the period for which they are granted (or earlier if the reader has completed his work) they must be returned to the Director. A reader who wishes to continue to use the Reading Room should send the expiring ticket and ask for its renewal. Unless there be any reason to the contrary the ticket will be re-dated and returned. If immediate renewal is not required, the ticket should be returned, and can be renewed on simple application when desired.

When coming to the Reading Room readers should always bring their tickets of admission with them.

HOURS OF OPENING

The Reading Room is open between the hours of 9 and 7 every weekday throughout the year except Good Friday, Christmas Day or any special occasion appointed by authority, and the week beginning with the first Monday in May.

SEATS IN THE READING ROOM

The room is fitted with nineteen long desks, lettered from A to T, each containing seats for fourteen or sixteen persons. Between the desks are tables, lettered from AA to SS, each accommodating eleven or fourteen persons.

Having secured a seat, the reader should carefully note its number, as it must be correctly stated on each form of application for a book. Pending the arrival of books applied for from the Library a seat may be retained by placing on it a hat, a note-book, or some similar article. Articles of pecuniary value, overcoats, cloaks or furs, should not be left on the desks or the chairs. If not required they should be deposited in one of the Cloak Rooms in the passage between the Hall and the Reading Room.

It is important to note that books taken from the shelves on the ground floor of the room must not be used for the purpose of keeping a seat, since they are liable at any moment to be replaced on the shelves if not actually in use.

If a reader is absent from his seat for more than one hour the Superintendent may direct that the books or other objects at the seat are to be brought to the Centre of the Reading Room and the seat left free for a new-comer. This regulation, which is obviously in the interest of the general body of readers, is enforced only when the room is over-full and when there is a consequent difficulty in finding a seat for an incoming reader.

CATALOGUES OF PRINTED BOOKS, MAPS AND MUSIC

The reader's next concern will be to search the Catalogues for the book he requires. The following are the most important of the Official Catalogues issued by the Department of Printed Books. All of them will be found in the Reading Room :—

“The General Catalogue of Printed Books,” Circle 1-69. The “Monthly Accessions” containing the most recent additions will be found on the desk at the end of Circle 66.

“The Subject Index of Modern Works added to the Library from the year 1881 to 1935.” 11 vol. Circle 93-97.

(A "Temporary Subject Index" of works published between the date of the latest volume of the foregoing and the current date will be found at Circle 98.)

"List of Books forming the Reference Library in the Reading Room of the British Museum (Authors and Subjects)." 2 vol. 1910. Desks at each end of Circles 46, 54, 89 and 94.

"Catalogue of Books printed in the XVth Century now in the British Museum." 1908, etc. 2038. f.

"Catalogue of Books in the Library of the British Museum printed in England, Scotland and Ireland to the year 1640." 3 vol. 1884. Circle 95. a.

"Catalogue of the Pamphlets, Books, Newspapers and Manuscripts relating to the Civil War, the Commonwealth, and the Restoration, collected by George Thomason, 1640-1661." 2 vol. 1908. Circle 95. a.

"List of the Contents of the three Collections of Books, Pamphlets and Journals relating to the French Revolution." 1899. Circle 95. a.

"Short-title Catalogue of Books printed in France and of French Books printed in other countries from 1470 to 1600 now in the British Museum." 1924. Circle 86. a.

"Short-title Catalogue of Books printed in Spain and of Spanish Books printed elsewhere in Europe before 1601 now in the British Museum." 1921. Circle 86. a.

"Catalogue of Maps in the British Museum." Circles 41. b.-45. b. ("Accessions" Parts containing the latest additions to the Map Catalogue are placed on the desk at the end of Circle 34.)

"Catalogue of Printed Music published between 1487 and 1800 now in the British Museum." Circle 67. b.

"Catalogue of Printed Music," 1801 to date. Circles 67-83, Circles 34-38. ("Accessions" Parts of the Music Catalogue. Desk at the end of Circle 34.)

GENERAL CATALOGUE OF PRINTED BOOKS. Circle 1. a.—
Circle 69. a.

This Catalogue was first issued in a complete form between the years 1881 and 1904. A new edition, begun in 1931, is now in progress. A combination of these with the monthly accessions incorporated therein constitutes the working copy of the General Catalogue provided for the Reading Room service in a series of interleaved volumes.

The General Catalogue is primarily a catalogue of Authors arranged in the alphabetical order of their names. Official publications and anonymous works are included in one alphabetical arrangement with the names of authors (*see* p. 23).

The reader who is acquainted with the name of the author of the book required, or, if the book is anonymous, with the title, should, under ordinary circumstances, have no difficulty in finding it in the Catalogue. It is, however, inevitable that, among so vast a number of entries, difficulties (especially in searching for anonymous books) should be encountered which cannot be solved without expert aid. In such cases the reader should consult the Superintendent.

The following suggestions may be useful :—

1. In looking for the titles of books the reader should examine both the column on one side of the page and the titles on the other side. If the insertions of fresh titles are very numerous he should also turn to the next page, which may contain additional titles for which there was no room on the preceding page.

2. In the 1881-1904 Catalogue the traditional arrangement was still observed by which I and J were treated as one letter, and U and V likewise; JACOB preceding ISAAC and VENTNOR preceding UNITED STATES. In the new edition of the Catalogue this practice has been abandoned. In looking for headings readers must bear in mind this inconsistency of practice, which will persist until the new edition of the Catalogue is complete.

3. Most of the longer headings in the Catalogue are provided with an index or a table of contents, showing the arrangement of the sub-headings and indicating the pages on which they will be found. When looking for books under the headings BIBLE, LITURGIES, PERIODICAL PUBLICATIONS, or under such headings as the names of countries or large towns, or of famous or voluminous authors, it is essential to turn first to the table of contents. One of the most complicated headings in the Catalogue, ENGLAND, possesses, in addition to the usual table, an index of the first words of each title. This will be found most helpful to those who know the wording of the title of the book they require.

4. Much time and trouble may often be saved if the reader knows the name of the editor or translator of a book, the main entry for which perhaps occurs in a long or complicated heading. In such a case sufficient information may be obtained from a cross-reference without searching for the main title. For instance, if the book required should be "The New Testament. Text

revised by B. F. Westcott and F. J. A. Hort," it will be found much simpler to turn to the cross-reference from Westcott or Hort than to search the main heading, BIBLE.—*New Testament*. The manner in which a form of application should be written from a cross-reference is explained below, p. 18.

5. In looking for a book by an author whose surname is not a very usual one, it matters little whether the Christian or pre-name is known. But this is by no means the case when the author's name is a common one, such as Brown, Dubois, Jones, Mueller or Smith. In such cases it is highly desirable to ascertain the Christian or pre-name, or, at least, the initials, before consulting the Catalogue. This can often be done by reference to the Subject Index. For instance, if a reader requires a book known to him only as "Brown's Madeira," he will quickly find it by looking under the heading MADEIRA in the "Subject Index."

If the book is a standard or important work, whether recent or not, reference should be made to the interleaved copy of the "List of Books forming the Reference Library" (see p. 12).

If the book is neither new nor important, it will be advisable to obtain the Christian or pre-name from one or other of the bibliographies or smaller catalogues available in the Reading Room. When the full name has been found, reference should be made to the General Catalogue for the press-mark.

The General Catalogue is kept as closely as possible up to date. If, however, a recently published work is not found in it the reader should refer to the recent "Accessions" Parts, which are placed on the desk at the end of Circle 66.

SUBJECT INDEX OF THE MODERN WORKS ADDED TO THE LIBRARY OF THE BRITISH MUSEUM, 1881-1935. Circle 95-100.

The first issue of this series contains the titles of books published between the years 1881 and 1900. Subsequent volumes continue the work by quinquennial periods. (In addition to these, a Temporary Subject Index of books published since the appearance of the last quinquennial volume will be found at Circle 98.)

In this Index will be found the books published or reprinted since January, 1881, acquired by the British Museum, with the exception of Bibles, prayer-books, novels, poems, plays, editions of the collected works of authors and miscellaneous essays. The titles are arranged under the subject or subjects treated of in each book. The general system of classification is described on page 28.

It should be noted that in many cases a book's press-mark (see p. 16) has been altered since the issue of the volume of the Subject Index in which it occurs. It is, therefore, always advisable to verify the press-mark by reference to the General Catalogue under the name of the author of the work.

LIST OF BOOKS FORMING THE REFERENCE LIBRARY IN THE READING ROOM OF THE BRITISH MUSEUM. Vol. I Authors. Vol. II. Subject Index. Circle 96, 97.

The earlier editions of the List of the Reference Library contained only the titles of the books on the ground floor of the Reading Room. The present edition includes also those in the two galleries of the room, in all about 60,000 volumes. Interleaved copies of the work bound in four volumes (two of Authors and two of Subjects) will be found at each end of the circular desks nearest to the Centre of the room. (Circles 46-54 and 89-94.)

These interleaved copies contain all the additions and alterations which have been made since the List was published. Readers who require standard or well-known books may save much time by looking in these volumes before searching the General Catalogue.

The books on the ground floor of the Reading Room, about 20,000 in number, comprise works of reference, dictionaries, encyclopædias, gazetteers, calendars, directories, etc., and the latest or best editions of standard works. They can be distinguished at once from the other books in this List by their press-marks. Those which bear the press-marks 2000-2121 are in the presses round the walls of the Reading Room. Those marked Circle 1-100 are in one of the circular rows of desks surrounding the Centre. Those marked BB.A.-BB.T. are in the stands (containing Bibliographies) placed at the inner end of each alternate row of readers' desks. Those marked Bar A. or Bar T. are in the stands on each side of the central passage leading from the Centre of the room to the General Library. An abridged list of the contents of these presses will be found on pp. 29. etc. A plan of the ground floor of the room, showing the position of each press, is prefixed to this Guide. Plans on a larger scale will be found affixed to the ends of the circular desks and elsewhere throughout the room.

For books on the ground floor no tickets are needed. These books can be freely taken from the shelves, subject to the condition that as soon as they are done with they are replaced on the proper

shelf of the press to which they belong, in order that they may become available for use by other readers. In the case of the books most in demand duplicate copies are provided; these are placed in the General Library. Readers who desire to make prolonged use of a book on the reference shelves are recommended to look in the General Catalogue, and, if a second copy is entered there, to apply for it. As has already been said, a book from the reference shelves must not be used to keep a seat. The staff are instructed to return to the shelves any such book which has been left on a desk or table and is not in actual use.

CATALOGUE OF BOOKS PRINTED IN THE XVTH CENTURY NOW IN THE BRITISH MUSEUM. 1908, etc. 2038. f.

The collection of Incunabula comprises one or more copies of nearly 9,900 different editions. These are fully described in this Catalogue, now in progress. The arrangement of the work is by countries, towns and printers in chronological order. A special feature of the Catalogue consists of a series of facsimiles illustrating the great majority of type-faces.

CATALOGUE OF BOOKS IN THE LIBRARY OF THE BRITISH MUSEUM PRINTED IN ENGLAND, SCOTLAND AND IRELAND TO THE YEAR 1640. 3 vols. 1884. Circle 95. a.

This Catalogue contains the titles of books printed in the United Kingdom, and of English books printed abroad, to the close of the year 1640. It has been almost entirely superseded by the comprehensive index of such books published in 1926 by the Bibliographical Society and entitled "A Short-Title Catalogue of Books printed in England, Scotland and Ireland and of English Books printed abroad, 1471-1640"; but the work is still useful on account of its two indexes contained in the third volume. The first of these gives references from titles and subjects to the headings in the Catalogue itself; the second gives similar references from printers and publishers.

CATALOGUE OF THE PAMPHLETS, BOOKS, NEWSPAPERS AND MANUSCRIPTS RELATING TO THE CIVIL WAR, THE COMMONWEALTH AND THE RESTORATION, COLLECTED BY GEORGE THOMASON, 1640-1661. 2 vols. 1908. Circle 95. a.

This Catalogue contains the titles of the contemporary books, pamphlets and newspapers collected by George Thomason,

bookseller, and presented to the British Museum by King George III in 1762. The collection consists of 14,942 books and pamphlets, 7,216 numbers of newspapers, and 97 manuscript pieces, bound in 2,008 volumes. The titles are arranged as closely as possible in chronological order. A full index containing the names of authors and titles, as well as those of persons, places, historical events and other matter, will be found at the end of the second volume.

LIST OF THE CONTENTS OF THE COLLECTION OF BOOKS, PAMPHLETS
AND JOURNALS RELATING TO THE FRENCH REVOLUTION.
1899. Circle 95. a.

The three collections of the contemporary books, pamphlets and newspapers relating to the history of the French Revolution, usually known as the "Croker Tracts," were formed by John Wilson Croker between the years 1815 and 1856, and were purchased by the Trustees of the British Museum in 1817, 1831 and 1856. The collections contain 48,579 books, pamphlets and sets of newspapers, which are bound in 3,420 classified volumes. By use of this list the reader can obtain entire sets of books or pamphlets relating to individual persons, events, or subjects. For instance, if the reader desires to study the contemporary editions of Mirabeau's speeches and of the satires, criticisms and other matter published by or about him during the course of the Revolution, he can obtain the 29 volumes labelled "Mirabeau" by a simple reference to the index portion of this list.

CATALOGUE OF THE PRINTED MAPS, CHARTS AND PLANS IN THE
BRITISH MUSEUM.

An interleaved copy is placed in the Reading Room. Circle 41. b.-45. b.

The latest additions to the Catalogue will be found in the "Accessions" Parts on the desk at the end of Circle 33.

The Catalogue consists of entries under geographical headings and of supplementary entries under personal names, arranged in one alphabet.

General Atlases will be found under the heading **WORLD**. Other atlases, maps, plans or views are catalogued under the name of the continent, country, province, town, sea, river, etc., to which they relate. For the Map Room, see below, p. 22.

CATALOGUE OF PRINTED MUSIC, PUBLISHED BETWEEN 1487 AND 1800, NOW IN THE BRITISH MUSEUM. 2 vols. 1912. Circle 67.

CATALOGUE OF PRINTED MUSIC, 1800 to date. Circle 67, etc.

A copy is placed in the Reading Room in a series of interleaved volumes, the contents partly transcribed and partly printed.

The latest "Accessions" Parts are placed on the desk at the end of Circle 34.

Band parts, music hall songs and similar items received under the Copyright Act are not entered in the Music Catalogue. They can be seen on application to the Superintendent of the Reading Room, by giving the name of the composer (or title of the work, if anonymous), and the approximate year of publication.

In both these Catalogues music is catalogued under the name of the composer, with (in the case of vocal music) a cross-reference from the title of the composition. In the case of operas, oratorios, etc., a cross-reference is made from the entire title: in the case of songs, from the first word of the title.

Anonymous works are catalogued under the whole title, with the exception of certain books or pieces placed under classified headings, such as CAROLS, CHANSONS, COUNTY DANCES, MOTETS, PROGRAMMES, PSALMS, HYMNS.

CATALOGUE OF THE KING'S MUSIC LIBRARY. 3 parts. 1927-1929. 2031. d.

The King's Music Library deposited on permanent loan by King George V in 1911. (Handel Manuscripts, Miscellaneous Manuscripts, Printed Music and Musical Literature.)

In addition to the official catalogues described above, all the important bibliographies for which space can be found are placed in the Reading Room. Summary short-title lists will be found on pp. 34-37.

TICKETS FOR BOOKS

As soon as he finds in one or other of the Catalogues the books he requires, the reader should fill in a *ticket* for each book, unless

the book stands on the ground floor of the Reading Room, in which case, as has already been explained, it can be taken from the shelf. These tickets will be found in small stands placed on the desks above the General Catalogue.

The most important details required on a ticket are the reader's *signature*, the number of his *seat* and the *press-mark*. A legible signature is necessary to enable the staff to file the tickets and to return them to the reader when he gives up his books, while the correct number of the seat is equally essential to secure the due delivery of books to the proper person.

As to the press-mark a few words of explanation will serve to show exactly what the word means. For example, should the press-mark be 9500. b. 6, the figures 9500 indicate the number of the press (or book-case), the letter b marks the shelf on which the book stands, and the figure 6 shows that the book is the sixth book on that shelf. If the press-mark were 9500. b. 6. (12.) it would indicate that the book or pamphlet is the twelfth of a number of books or pamphlets bound together in one volume. When this is the case each separate item is clearly marked on the title-page with its number in the volume, and the reader should note this number.

Such is the system of press-marking adopted in the majority of books, but there are many variations. For instance, the publications of learned and other societies are marked Ac. (or R. Ac. when they are placed in the upper gallery of the Reading Room), and Periodicals are marked P.P., followed in each case by numbers. A further number preceded by a line (as Ac. 120/2) indicates a separate volume of a set. In copying such press-marks the reader must be careful not to omit the line. If, for instance, he wrote the press-mark given above as Ac. 1202, it would be entirely misleading. Among other variations of press-marks are the following letters, followed in each case by a number: IA., IB., IC. (Incunabula), E. (Thomason Tracts), F., FR. or R. (French Revolution Tracts), C. (Select Case), G. (Grenville Library). Music and Maps have each a system of press-marking of their own, and tickets of a different colour are used for them, blue for music, pink for maps.

Unless the press-mark be correctly given, there will be delay in the delivery of the book, since the ticket will have to be returned to the Reading Room in order that the press-mark may be verified from the Catalogue. The remainder of the ticket may be as short

as is consistent with accuracy. The following is a sample of a Reading Room ticket sufficiently and correctly filled in :—

Name in BLOCK CAPITALS J. H. SMITH

Date 23 May, 1938 ... (Letter and Number of Seat) K. 12

Permission to use the Reading Room will be withdrawn from any person who shall write or make marks on any part of a Book, Manuscript, or Map, belonging to the Museum.

Before leaving the Room, Readers must return Books, for which they have put in Tickets, at the Centre Counter and reclaim the Tickets. They are responsible for the Books so long as the Tickets remain unclaimed.

Readers must not, in any circumstances, take a Book, Manuscript, or Map out of the Reading Room.

Press Marks should be quoted from the General Catalogue, not from the Subject Index.

Press Mark (From General Catalogue.) 2350. e. 5. This space for official use only.	Name of Author (with Initials) or other Heading of Work. <i>Brown (John) M.D.</i> <hr/> Title of Work. (If part of a series, specify the name of the series and the volume or part required.) <i>Horae Subsecivae. 3 vols.</i>	Date of Publication. 1882
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During the reconstruction, delay in the supply of books is unavoidable.

On the back of the ticket are the following directions :—

READERS ARE PARTICULARLY REQUESTED

1. To copy from the Catalogue all the particulars necessary for the identification of the Work required.
2. To write in a plain, clear hand, in order to avoid delay and mistakes.
3. To be especially careful to copy the Press Mark correctly.
4. To indicate in the proper place on each ticket the letter and number of the seat occupied.
5. To bear in mind that no Books will be left at the seat indicated on the ticket unless the applicant is there to receive them.
6. To refer at once to the Superintendent any cause for complaint.
7. To replace on the shelves of the Reading Room such Books as they may have taken from them.
8. To write their surnames in block-capitals.

There are certain cases in which the ticket cannot be filled in quite so simply as in the above example. These are :—

(a) When the book required forms part of a series. In such cases it is necessary to write the name of the series and the number of the volume (when given). For instance :—

Camden Society, Vol. 7.
Hayward, Annals, 1840.

(b) Should the work required be a chapter, article, or other portion of a book or periodical, neither the author's name nor the title of the chapter or article should be given. Thus, if the work required were the chapter in the ninth volume of the "Cambridge Modern History" entitled "The Napoleonic Codes," the ticket should be written thus :—

Cambridge Modern History. Vol. 9. 1906.

Or, to take the case of an article in a periodical, if the work required were Deutsch's article on the Talmud in the "Quarterly Review," the ticket should read :—

Quarterly Review. Vol. 123. 1867.

(c) Readers have already been advised (p. 10) when looking for a book under a long or complicated heading to refer, if possible, to a cross-reference from an editor or translator, rather than to look for the entry under the main heading. The example given above is "The New Testament. Text revised by B. F. Westcott and F. J. A. Hort." But in filling in the ticket from the cross-reference from Westcott or Hort, it may save a possible mistake in fetching the book from the shelf if the main heading is given on the ticket, thus :—

Bible, New Testament. Revised by Westcott and Hort. 1909.

Again, if a reader wants Sir Theodore Martin's translation of Faust he will do well to turn to the cross-reference from Sir T. Martin, rather than to the main heading, Goethe. But he should write his ticket thus :—

Goethe.
Faust. Translated by T. Martin. 1870.

As soon as the tickets have been filled in they should be deposited in the box at Bar A provided for the purpose.

DELIVERY AND USE OF BOOKS

No fixed limit has hitherto been placed on the number of books which can be supplied to each reader. It is hoped that this privilege may continue in future, but in face of the large and growing increase in the number of books daily sent into the Reading Room, this must depend on the co-operation of readers themselves. It does not often happen that more than ten or twelve books are asked for by one person on the same day, but if a larger number be required the reader should deposit in the box only the tickets (not more than ten or twelve) for the books of which he is in immediate need, and should send for the remainder at convenient intervals, about half an hour apart. When a reader who desires to use a large number of books can make it convenient to do so, he will do well, both in his own interest and in that of other readers, to write his tickets and give or send them to the Superintendent a day or so before he requires the books. In this case, instead of giving the number of his seat he should write *Bar* beneath his name and on his arrival in the Reading Room give to an official at the Centre Desk a note of the seat he has taken, when the books will be delivered there.

If the number of books is too large to be conveniently used in the Reading Room they can, with the permission of the Superintendent, be sent to the North Library (*see* p. 22), if space there is available.

As soon as the tickets are placed in the box at Bar A they are despatched through pneumatic tubes to the various Sections of the Library. Here they are received by an official whose duty it is to take from the shelf the book corresponding to the ticket, and to substitute for it a board on which are written the reader's name, the press-mark and enough of the title to enable the book to be identified. The book is then sent to the Reading Room and delivered to the reader at his seat.

The time taken to deliver books depends on the following circumstances :—

(a) The distance of the press in which the book stands from the Reading Room.

(b) The number of books which are in course of delivery in the Reading Room at any given time.

(c) Imperfectly or incorrectly written tickets.

It is always possible that a ticket may be returned marked either *In Use* or *At the Binders*. It is hardly necessary to explain that *In Use* means that a book is in the hands of another reader; and *At the Binders*, that the book is in course of being bound or repaired. If the books, the tickets for which are thus returned, are not immediately required, it is best to keep the tickets and apply on another occasion (after altering the number of the seat if necessary). If, however, they are urgently needed, the reader should apply to the Superintendent.

Readers must not mark or mutilate books in any way, nor may they lay the paper on which they are writing on a book, newspaper or map.

Under no circumstances may a book of any description be taken out of the Reading Room. To take a book out of the British Museum is a penal offence. No book or other object belonging to the Trustees can be removed from the British Museum except under a subpoena from a properly constituted Court of Law, in which case it is taken to the Court, exhibited and brought back, by a member of the staff.

TRACING

If a reader desires to make a tracing from a book, map, etc., he should apply to the Superintendent, who will supply the proper form of application. Tracing is permitted only in pencil.

PHOTOGRAPHY

The regulations as to photographing books or other objects which are the property of the Trustees will be found on pp. 41-45. Application forms may be obtained from the Centre Desk.

DESIDERATA

A book marked "Libri Desiderati" will be found on the desk at the end of Circle 84. Readers are requested to enter in this book the name of any work not in the Library which appears to be a desirable acquisition, and, if possible, to add any reference or source of information which may assist the officials of the Library to identify it.

RETURN OF BOOKS

Before leaving the Reading Room (or as soon as books are no longer required) readers must restore to an official at the Centre Desk all books, maps, etc., other than those taken from the open shelves of the Reading Room (see p. 12), and must see that all their tickets for these books are returned to them. It must be remembered that these tickets are receipts for books delivered, and that readers are responsible for the books until they have exchanged them for the tickets.

RESERVED BOOKS

If a reader, when he leaves the Reading Room, has not finished with any of his books, he should ask that they may be reserved for him. A slip bearing the reader's name must be placed in each of the books to be reserved. Slips for this purpose are available at the Centre Desk.

The tickets should be preserved by the reader ; and, when the books are again required, all that is necessary is to alter the seat-mark and the date on each ticket and to place the tickets in one of the two baskets labelled *Reserved Books*. The books will then be delivered to the reader at his seat. By this means the reader can reserve from day to day the books which have been issued to him.

It must be understood that books are reserved in this manner on the condition that no other reader applies for them in the absence of the person for whom they are reserved. Should such application be made, the books are given to the reader who has applied for them.

If the reader is absent for more than two days the reserved books are returned to the shelves.

During the week beginning with the first Monday in May, when the Reading Room is closed for cleaning, all reserved books are returned to the shelves for the yearly stocktaking of the Library.

In addition to the Circular Reading Room, accommodation for the use of readers is provided by the Department of Printed Books in the North Library, the State Paper Reading Room, the Map Room, and the Newspaper Reading Room at Colindale.

THE NORTH LIBRARY

In the North Library (hours of opening 9 a.m. to 7 p.m.) there is a second Reading Room reserved for those who are using the following classes of books :—

- (a) Specially valuable books or books in sumptuous bindings.
- (b) Books of a size too large to be conveniently handled in the Reading Room.
- (c) The latest parts received of specially selected periodicals, publications of learned societies, etc.
- (d) Unbound parts or any other books or periodicals which cannot with safety be sent to the Reading Room.

STATE PAPER READING ROOM

In the State Paper Reading Room (hours of opening 10 a.m. to 5 p.m.) are available :—

- (1) Parliamentary Papers, “ Blue Books ” of Great Britain and Ireland, including the Parliamentary History and Hansard’s Parliamentary Debates ; Journals of the Houses of Lords and Commons and of the Irish Parliament ; Public General Statutes and Local and Private Acts ; Reports of Royal and other Commissions.
- (2) Official documents issued by the Dominions and the Colonies and by Foreign States.
- (3) Publications of the London County Council, the Metropolitan Board of Works, the London School Board and other bodies connected with the local government of London.
- (4) British Directories, including all such publications as the Army, Navy, Law, Clerical and other Lists.
- (5) Collections of play-bills of London and provincial theatres.

MAP ROOM

In the Map Room (hours of opening 10 a.m. to 5 p.m.) accommodation is provided for readers desiring to see “ large scale ” maps, or maps in a considerable number, or needing expert assistance in examining them.

NEWSPAPER READING ROOM, COLINDALE

The collection of newspapers, with the exception of the London newspapers prior to 1801, is housed at Colindale, where it is available to readers on production of the ordinary reader's ticket.

Separate tickets for those who desire to use this room only are also granted on application to the Director. A catalogue of the newspapers is available at Colindale, while a second copy is placed in the Reading Room at Bloomsbury, at Circle 83. b.

The Newspaper Reading Room is open from 10 a.m. to 5 p.m. whenever the Reading Room is open (*see below*, p. 40).

The principal London newspapers are bound as closely as possible to date in monthly, two-monthly, three-monthly, or six-monthly volumes according to their size and bulk. The less important London newspapers are bound at the close of each year, and are not available until the following autumn.

About a quarter of a million numbers of newspapers are received and bound each year. Unbound numbers or files of newspapers are not available except under special circumstances. It is a difficult matter to produce a single number or a small file when they are in the binders' hands, and application should not be made for them without urgent reason. When it is absolutely necessary to make such an application it should be addressed to the Director.

For rules relating to the use of the Newspaper Reading Room, *see pp. 40-41.*

SYNOPSIS OF THE RULES OF THE GENERAL CATALOGUE

The Rules for compiling the General Catalogue were first drawn up in the year 1839. The latest revision was published in the year 1936. Copies of this book can be purchased at the British Museum, price 2s. 6d.

The following is a synopsis :—

Nature of the Catalogue

The General Catalogue is primarily a catalogue of authors in alphabetical order, the arrangement of the entries under each heading being also alphabetical.

Joint Authorship

Books by two joint authors are entered under the names of both conjointly. When there are more than two authors the first name only is adopted for the heading, cross-references being made from the names of the other authors.

Collections or Series

Collections or series of books by several writers are entered under the name of the editor, or, failing an editor's name, treated according to the rules for cataloguing anonymous books.

Forms of Personal Names

Saints, Sovereigns, Popes and members of Sovereign Houses are entered under the English forms of their names. Peers and Bishops are entered under their family names, with cross-references from their titles.

Foreign surnames, with prefixes consisting of an article, or a preposition, or a preposition and an article, are treated, in headings, as follows :—

(1) In Romance languages, in the case of surnames with prefix consisting of the article only, the prefix is treated as part of the surname. Examples : Le Fèvre (Jacques), Le Forte (Giacomo), La Peña (Pedro).

In other languages, the part following the article is taken as the heading.

(2) In the case of surnames with prefix consisting of a preposition, or a preposition and an article, the part following the prefix is taken as the heading. Examples : Goethe (Johann Wolfgang von), Colonne (Guido delle), Cerda (Martin de la).

Except :—

(a) In the case of French surnames, which are treated in the following manner. Examples : La Fontaine (Jean de), Des Portes (Philippe), Du Moulin (Pierre).

(b) When the prefix is customarily written as an inseparable part of the surname. Examples : Delacroix (Jules), Vanderhoeck (Jan), Zurlauben (Hans).

(3) In the case of surnames originally foreign, borne by natives of English-speaking countries, or by authors of unascertained

nationality, writing invariably in English, the prefix is treated as part of the surname. Examples : De Vere (Robert), De la Rue (James).

Compound surnames, excepting English and Dutch, are entered under the compound form.

Place Names

Place names are entered under their usual English forms, when such exist. Place names and family names beginning with the word Saint are arranged in two separate alphabetical lists, the list of places preceding that of family names.

Modified Letters

In German names or words when used as headings, the modified vowels, ä, ö, ü, are printed in full, ae, oe, ue.

Bible

The Bible and its several parts or books are entered under the heading BIBLE, with sub-headings for the separate books or groups of books. Each sub-division is arranged according to the language.

Laws and Official Documents

Collections of Laws and other public documents of each country or state are arranged under the name of the country or state. Separate laws, proclamations or other official documents are arranged under the name of the country or state, with the sub-heading of the authority by which they are issued or sanctioned. Editions of separate laws with a commentary are entered under the name of the author of the commentary.

Academies, Societies and Institutions

Publications of Academies, Societies and Institutions are entered under the name of the town or country in which they are situated, followed by the name of the Society.

Congresses

Publications of International Congresses are entered under the heading CONGRESSES.

Periodical Publications

Periodicals, such as magazines and reviews, are entered under the heading PERIODICAL PUBLICATIONS, with the name of the place of publication as a sub-heading. Newspapers are entered in a separate Catalogue (*see above*, p. 23).

Almanacks, etc.

Almanacks, Calendars, etc., are entered under the heading EPHEMERIDES.

Dictionaries

Anonymous Dictionaries or Vocabularies are entered under the heading DICTIONARIES.

Encyclopaedias

Encyclopaedias, whether with or without the name of an editor or publisher, are entered under the heading ENCYCLOPAEDIAS.

Directories

Directories are entered under the heading DIRECTORIES.

Liturgies

Orders of Divine Service issued by authority, such as Missals, Breviaries, the Book of Common Prayer, Liturgical Books of the Eastern Churches, etc., are entered under the heading LITURGIES.

Hymns

Anonymous collections of Hymns are entered under the heading HYMNALS, and are arranged in chronological order under each language.

Parish Registers

Parish Registers are entered under the name of the parish, with cross-references from the names of editors.

Anonymous Books

Anonymous books concerning a person (real or fictitious), a collective body, an institution, a place, an object bearing a proper name (e.g. a ship), named or adequately described in the title, are entered under the heading appropriate to such person, collective body, etc., in the order of precedence given above.

If no proper name occurs on the title-page the first substantive, or failing a substantive, the first word, other than an article, is taken as the heading.

Initials

In the case of Initials denoting authorship the last letter is treated as representing a surname, unless it clearly appears that the surname is represented by one of the preceding initials. Thus a book "By W. M. T." is entered under T., W. M., while a book "By J. C., D.D." is entered under C., J., D.D.

Cross-references

Cross-references are made :—

1. From alternative forms of a name, or other heading, to the form adopted in the Catalogue.

2. From the name of an institution to the town or country under whose name it is catalogued.

3. From the title of a periodical to the general heading, such as Periodical Publications, under which it is catalogued.

4. From editors, translators, subjects of biographies, authors of books treated of or criticised, and from illustrators if of sufficient importance.

5. From the author, when known, of an anonymous book to the heading under which the book is catalogued.

6. From the author of any considerable portion of a book or from the author of a book forming part of a series.

7. From the title of a book catalogued under initials to the initials under which it is catalogued.

SYSTEM OF CLASSIFICATION AND ARRANGEMENT OF THE SUBJECT INDEX

The Subject Index is an index of the main subject or subjects of each work. The scope is defined on page 11, above.

Many books require only a single entry, but when more than one subject is treated of, a book is entered under as many different headings as are necessary.

Classification of Headings and Sub-Headings

Under each country sub-headings will be found for works on the following subjects: Bibliography, Antiquities, Air Force, Army, Court, Colonies, Constitution and Government, History (secular and ecclesiastical), Law (general systems and codes), Navy, Politics, Population and Ethnology, Social Life, Topography, Trade and Finance.

Works on other subjects will be found under the names of the subjects, such as: Agriculture, Architecture, Art, Ballads, Biography, Birds, Botany, Capital and Labour, Drama, Education, Local Fauna (under Zoology) and Flora (under Botany), Fish, Folk-Lore, Forestry, Geology, Heraldry and Genealogy, Land Tenures, Law (Criminal, Commercial, Ecclesiastical, Maritime, Military and Naval), Law Reports, Meteorology, Mineralogy, Music, Numismatics, Painting, Palaeontology, Police, Railways, Sport, Succession and Probate, Typography.

Art Galleries, Exhibitions and Libraries have been grouped together under the headings "Exhibitions" and "Libraries," and have not been placed under the countries or towns in which they are situated.

Arrangement of Entries under each Heading

In the arrangement of the entries under each heading a historical order has been followed whenever possible. Otherwise entries under headings and sub-headings are arranged in the main alphabetically, except in the 1881-1900 Index, where they are arranged chronologically by the years of publication within the alphabetical arrangement.

The pagination of each book, if in a single volume, is given in order to enable the reader to ascertain at a glance whether he is dealing with a book or a pamphlet.

TABLE SHOWING THE ARRANGEMENT OF BOOKS
ON THE OPEN SHELVES IN THE READING ROOM

The reader is referred to the "Plan of the Ground Floor of the Reading Room." A reduced copy is prefixed to the present work.

PRESSES ROUND THE WALLS

Theology, 2000–2014.

This section includes Bibles and Commentaries (2008–9), Migne (2000–2), Liturgies and Liturgiology (2010–11), Church History (2011–13).

Law, 2015–2019.

Science, 2020–2030.

Includes Economics (2020), Education (2021), Mathematics and Astronomy (2022), Mental and Moral Philosophy (2023), Medicine (2024–5), Chemistry (2025), Zoology (2026–9), Botany (2029), Geology (2030).

Art, 2031–2034.

Includes Painting, Sculpture, Music, Architecture, Archaeology and Numismatics.

Bibliography, 2035–2038.

This section, which includes also Palaeography and Catalogues of MSS. (2038), is further supplemented by the BB. Cases and some of the Centre Desks.

Literature, 2039–2043.

Includes Literary and Dramatic History and Criticism (2039), Dictionaries of Quotations, Allusions, etc. (2040), Collected Works of Standard Authors (2041–43).

Latin and Greek Classics, 2044–2049.

Includes Texts and Commentaries. In this section is the Bibliotheca Teubneriana (2046–49) of which an index is at 2049. f.

Philology, 2050–2057.

Includes Grammars, Dictionaries, etc., arranged in the following order: General and Comparative (2050), Greek and Latin (2050–51), English and Celtic (2052), French and German (2053), other European Languages (2055), Oriental Languages (2056–57), Technological Dictionaries (2054).

*Geography ; Atlases, 2058–2060. f.**Year Books, REF. 1–110.**Directories, D.C. 1–49.*

(Kelly's Post Office London Directory is on the General Catalogue Desk, Circle 69.)

Public Record Office Publications ; Historical Manuscripts Commission, 2060. g-s.

Lists and Indexes (2060. h.-i.), Reports of Historical MSS. Commission (2060. k.), English Historical Review (2060. s.).

[Here is the Readers' Entrance]

Encyclopaedias ; Bibliographies, 2061. a-f.

Encyclopaedia Britannica (earlier editions, 2061. a.), Thieme-Becker (2061. d.), Dictionary of American Biography (2061. e.), Kayser (2061. f.).

*Directories, D.C. 55–75.**Year Books, REF. 112, etc.*

Includes Stateman's Year Book, University Calendars, etc.

British Topography, 2061. g–2068.

Order: General, British Isles (2061–62), including Domesday Facsimile (2062, d.), County Histories, etc. (2062–65), London and its neighbourhood (2065), Scotland, Ireland, Wales, Cornwall, Man and Channel Isles (2066), Victoria County Histories (2067–68). Owing to the peculiar sizes of some of the books it has not been possible to keep quite exactly to this classification. There is a manuscript index to the volumes in this section at 2061. t.

History, 2069–2089.

Order : General and Ancient History (2069–71), including *Corpus Scriptorum Hist. Byzant.* (2070), *Cambridge Ancient History* (2070. h.), *Cambridge Medieval History* (2070. g.), *Cambridge Modern History* (2070. f.), *Story of the Nations* (2071) : *Sources of English History* (2072–82), including *Hearne* (2072), *Chronicles and Memorials* (2073), *Calendars of State Papers* (2073) [of which the Index is at 2073 (193)] : *English Histories* (2083–84) : *Histories of other Countries* (2085–87) : *Chronology* (2088) : *Monumenta Germaniæ Historica* (2089).

Biography, 2090–2096.

This section is very little subdivided, but the general and national biographical dictionaries are for the most part in 2090–94, and 2095 contains principally biographical collections relating to particular callings. With a very few exceptions, individual biographies have not been placed on the open shelves. Two copies of the *Dictionary of National Biography* are at 2091–92.

Heraldry and Genealogy, 2097–2102.

Including *Siebmacher* (2097), *Harleian Society* (2099), *Index Library* (2100), *Peerages and Baronetages* (2101–2).

Encyclopaedias, 2103–2105.

Note that the *Encyclopaedia Britannica* (latest edition) stands in Circles 99, 100, *Larousse* in Circles 62–64, *La Grande Encyclopédie* in Circles 64–66, and *Zedler* in Circles 1–4.

Periodicals, 2106–2121.

This includes Publications of Learned Societies, *Académie des Sciences* (2106, 2109), *Royal Society* (2111 and 2113), *Archaeologia* (2111), and others. Of Periodicals, many current magazines are represented only by a shelf of the most recent volumes, but in the case of some of the more important, the entire set will be found. Among these are the *Athenæum* (2108), *Notes and Queries* (2115), *Scots Magazine* (2115–2117), *Gentleman's Magazine, 1731–1868, with indexes* (2117–18), *Annual Register* (2118–19). A few Periodicals, etc., are in the Science Section.

BAR A AND BAR T

- Bar A. The Law Reports.
 „ The Statutes at Large.
- Bar T. Notices des Manuscrits.
 „ Catalogue des Manuscrits des Bibliothèques de France.
 „ Manuscrits de la Bibliothèque Nationale.
 „ Catalogue des Incunables des Bibliothèques de France.
 „ Catalogue des Imprimés de la Bibliothèque Nationale.
 „ Book Prices Current.
 „ Catalogue of English Book Sales, 1676-1900.
 „ Oncken.
 „ Moroni

BIBLIOGRAPHICAL CASES

- BB.A. Theology.
 BB.C. Law, Science, English Literature (Bibliographies and Year Books).
 BB.E. Science, Art.
 BB.G. Art, Literature.
 BB.I. Geography.
 BB.K. Topography.
 BB.M. History, Biography. (Also Chevalier, Dahlmann-Waitz, Pagliani.)
 BB.O. Indexes to Periodicals. (Also Venturi, London Bibliography of the Social Sciences, Polain, Schottenloher.)
 BB.R. Classed Catalogues, Subject Indexes.
 BB.T. Philology, Genealogy.

CIRCLES

1. a-69. a. General Catalogue of Printed Books.
 1. b-4. b. Zedler, Universal Lexicon.
 5. b-7. b. Bouquet, Historiens des Gaules.
 8. b-12. b. Pertz, Monumenta Germaniae.
 13. b-14. b. Rymer, Foedera.
 14. b-16. b. Muratori, Rerum Italicarum Scriptores.
 20. b. Bodleian Catalogue.
 24. b-29. b. Acta Sanctorum (Bollandists).

29. b-31. b. Labbé (Mansi), Sacrorum Conciliorum Collectio.
 31. b-33 b. Baronius.
 34. b-40 b. Catalogue of Printed Music in the British Museum.
 40. b. Lancet (last volume).
 42. b-45 b. Catalogue of Maps in the British Museum.
 46. b. Daremberg-Saglio.
 46. b-48. b. Corpus Inscriptionum Latinarum.
 49. b-50. b. Inscriptiones Graecae.
 53. b-54 b. Fondation Eugène Piot.
 56. b-60. b. Publications of the Record Commission.
 60. b. Members of Parliament: Scobell, Acts and Ordinances.
 61. b-63. b. Larousse, Dictionnaire Universelle.
 64. b-66. b. La Grande Encyclopédie.
 67. b-70 b. Catalogue of Printed Music in the British Museum (continued at Circles 34. b-40 b.).
 84. b-86. b. Catalogue of MSS. in the British Museum.
 87. a. Marshall's Genealogist's Guide and other Genealogical Bibliographies.
 88, 89. Catalogues of various Libraries.
 89. a. Reference Catalogue of Current Literature.
 90. a-91. a. London and English Catalogues.
 90. aa. Watt, Bibliotheca Britannica; Allibone, Dict. of English Literature.
 90. b-91. b. Catalogues of Oriental Books and Manuscripts.
 92. a. American Catalogue of Books.
 93. a-94. a. New English Dictionary (Murray), World List of Scientific Periodicals.
 93. b. Wright's Dialect Dictionary.
 94. b. Statutes of the Realm.
 95. a-97. a. Subject Index of Modern Works in the British Museum. (Another copy is at Circle 91. a.).
 95. b-98. Indexes to Periodical Publications (Poole, etc.).
 98. a. Temporary Subject Index of Modern Books.
 99. a-100. a. Encyclopaedia Britannica (latest edition).
 99. b-100. b. Acts of the Parliament of Scotland.

(The above press-marks are liable to alteration.)

SUMMARY SHORT-TITLE LISTS OF BOOKS IN COMMON USE

SUBJECTS		
Acts of Parliament	Circ. 94. b. and Bar A. 17	Genealogy 2097-2102
Acts of Parliament (Scotland)	Circ. 99. b-100. b.	Geography 2058-2060
Allusions, Dictionaries of	2040	Geology 2030
Anglo-Saxon Language	2052	German History 2087
Anonymous Books	2036 and BB.M.	German Language 2053
Arabic	2056	German Literature 2043
Archaeology	2031-2034 and 2046. f.	Grammars 2050-2057
Architecture	2031-2034	Greek History 2069-2071
Art	2031-2034	Greek Language 2050-2051
Astronomy	2022	Greek Texts 2044-2049
Atlases	2058-2060	Hebrew 2057
Baronetages	2101-2102	Heraldry 2097-2102
Bible	2008-2009	History 2069-2089
Bible Concordances	2008. g.	Incunabula 2035-2038
Bibliography	2035-2038 and BB. cases	Irish History 2072, 2084
Biography	2090-2096	Italian History 2070, 2085
Botany	2029	Italian Language 2055
Canon Law	2011-2013	Landed Gentry 2101, 2102
Celtic Languages	2052	Language 2050-2057
Chronology	2088	Latin Language 2050-2051
Church History	2011-2013	Latin Texts 2044-2049
Clergy Lists	REF.	Law 2015-2019
Codes, Legal	2018	Law Reports Bar A.
Coins and Medals	2033-2034	Literary History and Criticism 2039
Commentaries on the Bible	2008-2009	Liturgies 2010-2011
Comparative Philology	2050	London, Histories of 2065
County Histories	2062-2065	Manuscripts, Catalogues of 2038 and Circ. 84, 85
Danish History	2087	Mathematics 2022
Danish Language	2055	Medicine 2024-2025
Dates, Dictionaries of	2088	Mental and Moral Philosophy 2023
Dictionaries of Biography	2090-2096	Metaphysics 2023
Dictionaries of Languages	2050-2057	Music 2031
Directories	DIR.	Naval History, British 2084
Dutch Language	2053	Newspapers, Catalogue of Circ. 69. a.
Ecclesiastical History	2011-2013	Norwegian History 2087
Economics	2020	Norwegian Language 2055
Education	2021	Numismatics 2031-2034
Egyptian Language, Ancient	2057. d.	Oriental Languages 2056, 2057
Encyclopaedias	2103-2105 and Circ. 62. b-66. b. and Circ. 99. b-100. b.	Painting 2031-2034
English History	2072-2084	Palaeography 2038
English Language	2052 and Circ. 93. a.-94. a.	Peerages 2101-2102
Erse	2052	Periodicals 2106, 2121
Ethics	2023	Persian Language 2056
Finnish Language	2055. a.	Philology 2050-2057
French History	2085-2086	Philosophy 2023
French Language	2053	Physics 2022
French Literature	2043. b-h.	Polish Language 2055
Gaelic Language	2052	Political Economy 2020
		Portuguese History 2085
		Portuguese Language 2055
		Pseudonymous Books 2036 and BB.M. a.
		Quotations, Dictionaries of 2040
		Roman History 2069-2071
		Russian History 2087

Russian Language	2055
Science	2020-2030
Scottish History	2072, 2084
Sculpture	2031-2034
Slavonic Languages	2055
Spanish History	2085-2087
Spanish Language	2055
Spanish Literature	2044. a-c.
State Papers, Calendars of	2073
State Trials, Cobbett	2019. d-h.
Statutes	2016. b-d., Bar A. 17 and Circ. 94. b.
Surgery	2024-2025
Swedish Language	2055
Technological Dictionaries	2054
Theology	2000-2014
Topography, British	2061-2068
University Calendars	REF. 120. d.
Welsh History	2084
Welsh Language	2052
Zoology	2026-2029

TITLES

A.L.A. Portrait Index	2035. d.
Académie des Inscriptions	2106. a, b, c. and 2109. b, c.
Académie des Sciences	2106. f-g.
Académie des Sciences Morales et Politiques	2106. d., 2109. f, g.
Académie Française	2106. a-c.
Acta Sanctorum	Circ. 23. b- Circ. 27. b.
Air Force List	REF. 50
Allgemeine Deutsche Biographie	2093. c-e.
Allibone, Dictionary of English Literature	Circ. 90. aa.
American (United States) Catalog.	Circ. 92
Ames, Typographical Antiquities	2035. g.
Annual Register	2118. g.-2119. f.
Arber	2035. f.
Archæologia	2111. c-g.
Archæological Journal	2114. a-e.
Army List	REF. 49.
Årskatalog för Svenska Bokhandeln	2037. a.
Årskatalog over Norsk Litteratur	2037. a.
Athenæ Oxonienses	2091. g.
Athenæum	2107. d.-2108. f.
Bacon (Spedding)	2042. c.
Barbier	2036. c.
Bartsch	2033. c-d.
Baronius	Circ. 31-Circ. 33
Bibliographie de Belgique	2035. f.
Bibliographie de la France	BB.R. a. 1
Bibliotheca Celtica	BB.R. h. 4

Bibliotheca Teubneriana	2047. a-2049. e. Index at 2049. e.
Bibliothèque Nationale	
Catalogue des Imprimés	Bar T. 4. a - Bar T. 6. b.
Catalogue des Manuscrits	Bar T. 6. c.
Notices et Extraits	Bar T. 7.
Bodleian Catalogue	Circ. 20. b.
Bollettino delle pubblicazioni italiane	BB.M. a. 1
Book Prices Current	Bar T. 9. a-c.
Bouquet	Circ. 5. b-Circ. 7. b.
Brinkman	BB.R. b. 5
British Association	2112. a.
British Museum	
Catalogue of Printed Books	Circ. 1. a.-Circ. 69. a.
Catalogues of Oriental Books	Circ. 85 and Circ. 90, 91
Catalogue of Maps	Circ. 41-45
Catalogue of Printed Music	Circ. 67. d.
Catalogue of the King's Music	2031. d.
Catalogue of Books printed in XVth Century	2038. f.
Catalogue of Early English Books	Circ. 95. a.
Catalogue of the Thomason Collection	Circ. 95. a.
Short-Title Catalogue of French Books to 1640	Circ. 86. a.
Short-Title Catalogue of Spanish Books to 1640	Circ. 86. a.
Catalogues of Manuscripts	Circ. 84, 85, 86
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		Zoological Record	2022. c-d.

RULES OF THE READING ROOM

1. The use of the Reading Room is restricted to the purposes of research and reference which cannot be carried on elsewhere.*

2. The room is kept open on every day of the week except Sunday, and except Good Friday, Christmas Day, and any other

* This regulation is necessitated by limitation of space in the Reading Room. Applicants should first ascertain that the books they require are not available in other libraries. Reference may be made to R. A. Rye: "The Students' Guide to the Libraries of London, 1927."

days which may be appointed by authority; except also the week beginning with the first Monday in May. The hours are from nine in the morning until seven in the evening throughout the year.*

3. Persons desiring to be admitted to the Reading Room must apply in writing to the Director, specifying their profession or business, their place of residence, and the particular purpose† for which they seek admission.

4. Every such application must be made two days at least before admission is required, and must be accompanied by a written recommendation from a person of recognised position, with full signature and address, stated to be given on personal knowledge of the applicant, and certifying that he or she will make proper use of the Reading Room.‡

5. The Tickets of admission (a) are not transferable, and (b) must be produced if required. They are valid for periods not exceeding six months, but may be renewed upon application. They must be returned when expired.

6. No person will be admitted for the purpose of preparing for examination, of writing prize essays, or of competing for prizes, unless on special reason being shown; or for the purpose of consulting current directories, racing systems, lists of unclaimed moneys, or similar publications.

7. No person under twenty-one years of age is admissible, except under a special order from the Trustees.

* Books are supplied from the General Library up to 6.30 throughout the year. Readers may apply to the Superintendent of the Reading Room by letter, to be delivered some hours in advance, for books (not exceeding five in number) to be held ready for their use; such application, when possible, to be accompanied by tickets duly filled up.

Readers may have their books reserved for the following day on applying to the Assistant at the Centre Desk when returning them.

Readers are requested to give up their books shortly before 7 p.m., in order to allow of due examination of the books, and also to facilitate the arrangements for keeping those books required for use on the following day.

† The statement of the particular purpose, *i.e.* the subject of proposed study, should be amplified by any particulars necessary to show that real research is involved, and by a note of the libraries already used. The Director is thus enabled to adjudge the case and often to advise the applicant.

‡ The Trustees cannot accept the recommendations of Hotel Keepers, or of Boarding-house or Lodging-house Keepers, in favour of their lodgers.

8. The privilege of admission is granted upon the following conditions :—

- (a) That it may be at any time suspended by the Director.
- (b) That it may be at any time withdrawn by the Trustees in their absolute discretion.

9. Readers may not write upon, mark or damage (e.g. by turning over leaves with wet and dirty fingers) nor lay the paper on which they are writing on any printed book, periodical or map belonging to the Museum. Tracing is not allowed to be made without express permission from the Superintendent.

10. Silence must be strictly observed in the Reading Room.

11. Readers are particularly requested to replace on the shelves of the Reading Room, as soon as done with, such books of reference as they may have had occasion to remove for the purpose of consultation.

12. No Reader may take any Book, Manuscript, Map, or other property of the Trustees, out of the Reading Room.

13. Readers, before leaving the Reading Room, must restore to an Assistant, at the Centre Desk, all books, periodicals or maps, which they have received, and must reclaim and get back the tickets by which they obtained them. Readers are held responsible for such books, periodicals, or maps, until the tickets have been re-delivered to them.

14. Any infringement of these Rules will render the privilege of admission liable to forfeiture.

15. Cases of incivility, of undue delay in supply of books, or other failure in the service, should be immediately reported to the Superintendent of the Reading Room.

16. All communications respecting the use of the Reading Room (other than the reservation of books) must be addressed to—

THE DIRECTOR,

BRITISH MUSEUM, W.C.1.

* * * It is requested that any Reader, observing a defect in, or damage to, a book, periodical, or map, will point out the same to the Superintendent of the Reading Room.

RULES OF THE NEWSPAPER READING ROOM AT COLINDALE

The National Collection of Newspapers (with the exception of London Newspapers prior to 1801) is housed at the British Museum Newspaper Library, Colindale.

1. The Newspaper Room at Colindale is under the same regulations as the Reading Room at Bloomsbury.

2. The Room is open from 10 a.m. to 5 p.m. on every day of the week except Sunday, and except Good Friday, Christmas Day, and any other days which may be appointed by authority; except also the week beginning with the first Monday in May.

3. Persons desiring to be admitted to the Newspaper Room must apply in writing to the Director of the British Museum, London, W.C.1, specifying their profession or business, their place of abode, and the particular purpose for which they seek admission. Every such application must be made two days at least before admission is required, and must be accompanied by a written recommendation from a person of recognised position, with full signature and address, stated to be given on personal knowledge of the applicant, and certifying that he or she will make proper use of the Room.*

4. The Tickets of admission (a) are not transferable, and (b) must be produced, if required.

5. No person of under twenty-one years of age is admissible, except under a special order from the Trustees.

6. The privilege of admission is granted upon the following conditions :—

(a) That it may be at any time suspended by the Director.

(b) That it may be at any time withdrawn by the Trustees in their absolute discretion.

7. Readers may not write upon, damage, or make any mark upon any Book or Newspaper.

8. Readers may not lay the paper on which they are writing on any Book or Newspaper.

* The Trustees cannot accept the recommendations of Hotel Keepers, or of Boarding-house or Lodging-house Keepers, in favour of their lodgers.

9. No tracing may be made without express permission from the Superintendent.

10. Silence must be strictly observed in the Newspaper Room.

11. Any infringement of these Rules will render the privilege of admission liable to forfeiture.

12. No Reader may take any Book, Newspaper or other property of the Trustees out of the Newspaper Room.

13. Cases of incivility, of undue delay in supply of Newspapers, or other failure in the service, should be immediately reported to the Superintendent of the Newspaper Room.

14. All communications respecting the use of the Newspaper Room must be addressed to—

THE DIRECTOR,

BRITISH MUSEUM, W.C.1.

* * * It is requested that any Reader observing a defect in, or damage to, a Book or Newspaper, will point out the same to one of the Assistants. Unbound newspapers cannot be consulted, except in special circumstances and with special permission.

PHOTOGRAPHY IN THE BRITISH MUSEUM

The Trustees reserve the right to control all photography in the British Museum. They employ an Official Staff which carries out all kinds of photographic work connected with the collections in the Museum, and provide a Photographic Studio which may be used by professional or private photographers in accordance with the regulations.

Hand cameras (not requiring a stand) may be used in the Galleries without special permission or fee.

PRINTS AND REPRODUCTIONS FROM EXISTING NEGATIVES

Prints, enlargements or lantern slides from departmental negatives are supplied at the rates shown on pages 43 etc. A selection of such prints may be seen in the Entrance Hall; enquiries for other subjects should be made in the Departments to which they belong.

PHOTOGRAPHS TAKEN TO ORDER

When there is no departmental negative of an object, or for any other reason a new negative is required, this may be made by the Official Photographer; or the applicant may do the work himself or employ another photographer. Facilities for private photographers must depend on the available space and the pressure of work in the Studio.

SCHEDULED NEGATIVES

In cases where it is desirable to retain a new negative for departmental purposes, the work, when done by the Official Photographer, will be charged at half the list price, a second negative being made for the applicant, if required, also at half the list price. Other photographers must deposit the negative or a duplicate in the Museum. Photographs made on this condition must be of the size and style specified by the Keeper of the Department concerned. Photostats and microfilms of fine illuminated manuscripts and other difficult subjects are not permitted, except for very special reasons.

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A fee of 5s. is charged for publication of a print from a departmental negative. This fee may be remitted in case of non-commercial publications, and may be reduced in other special circumstances.

Photographs of copyright documents, books, prints, drawings or manuscripts, cannot be supplied, or permitted to be made, unless the applicant produces the authority of the owner of the copyright.

PHOTOGRAPHIC STUDIO

The Studio is open from 9 a.m. to 5 p.m. on weekdays, except Saturdays, when it is open from 9 a.m. to 1 p.m. It is closed on all Public Holidays.

The Studio and Dark Rooms may be used by professional and private photographers on payment of the following fees:—

	<i>s.</i>	<i>d.</i>
For the first hour or part thereof in each day . . .	2	0
For each succeeding hour or part thereof in each day	1	0

There is also a fee of 1s. per hour for the use of artificial light.

Arrangements for the accommodation of private photographers should be made with the Clerk in Charge of the Studio, who will also receive the fees.

A photographer must not introduce any combustible film, exposed flashlight, or other inflammable material into the Museum.

APPLICATIONS FOR PHOTOGRAPHS

Applications for prints, negatives, or permission to photograph should be made on the official form provided for these purposes.

LIST OF CHARGES

For large orders special terms may be given.

For photographs taken by ultra-violet or infra-red processes 50 per cent. extra is charged.

Prices for autochromes and colour-work can be had on application.

Under the regulations laid down by H.M. Treasury all payments must be made in advance, and any relaxation of this rule on the plea of urgency requires the Director's consent.

Remittances should be made payable to the Trustees of the British Museum.

Ordinary Photographs

Size in Inches	Size in Centi- metres	Bromide Prints from existing Negatives		Negative and Print	
		One print	Each additional print	Ordinary	Panchro- matic or difficult subjects
		s. d.	s. d.	s. d.	s. d.
4½ × 3¼	11 × 8	1 0	0 6	4 0	4 6
6½ × 4¼	16 × 12	1 6	1 0	6 0	6 9
8½ × 6½	21 × 16	1 9	1 3	8 0	9 6
10 × 8	25 × 20	2 3	1 9	11 0	12 6
12 × 10	30 × 25	2 9	2 3	14 0	16 0
15 × 12	38 × 30	3 6	3 0	18 0	20 0
18 × 16	45 × 40	4 6	4 0	22 0	25 0
20 × 16	50 × 40	5 0	4 6	25 0	28 0
24 × 18	60 × 45	6 6	6 0	38 0	43 0
24 × 20	60 × 50	7 6	7 0	43 0	48 0

Bromide Enlargements

<i>Size in Inches</i>	<i>Size in Centimetres</i>	<i>s. d.</i>	} 25 per cent. extra for Sepia.
6½ × 4½	16 × 12	1 6	
8½ × 6½	21 × 16	2 6	
10 × 8	25 × 20	3 0	
12 × 10	30 × 25	3 6	
15 × 12	38 × 30	5 0	
20 × 16	50 × 40	7 6	
24 × 20	60 × 50	12 6	

Lantern Slides

	<i>s. d.</i>
Slide only, from an existing negative	2 0
Quarter-plate negative and slide from an ordinary subject	2 6
Quarter-plate negative and slide from a difficult subject	4 0

Photostats

<i>Size in Inches</i>	<i>Size in Centimetres</i>	<i>Negative (white on black)</i>	<i>Positive (black on white)</i>
		<i>s. d.</i>	<i>s. d.</i>
7 × 11	18 × 28	1 0	2 0
11 × 11	28 × 28	1 6	3 0
16 × 11	40·5 × 28	1 9	3 6
20 × 11	51 × 28	2 3	4 6
24 × 11	61 × 28	2 9	5 6
16 × 14	40·5 × 35·5	2 6	5 0
20 × 14	51 × 35·5	3 0	6 0
24 × 14	61 × 35·5	3 6	7 0
20 × 18	51 × 46	3 6	7 0
24 × 18	61 × 46	4 3	8 6

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Negatives 25 × 20 mm. = 1 × ¾ inch, on standard 35 mm. cine film :—

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First 20 negatives	6d. each	} With a minimum of 5s.
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61st negative and beyond	3d. each	

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Books and manuscripts of ordinary size will be photographed "open pages" unless specified "single pages." In the case of large volumes the Official Photographer will in the absence of definite instructions use his discretion as to which method to follow. Where panchromatic film is necessary 25 per cent. extra will be charged.

All correspondence should be addressed to The Director, British Museum, London, W.C.1.

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