



Pepys Library  
Magdalene College  
Cambridge

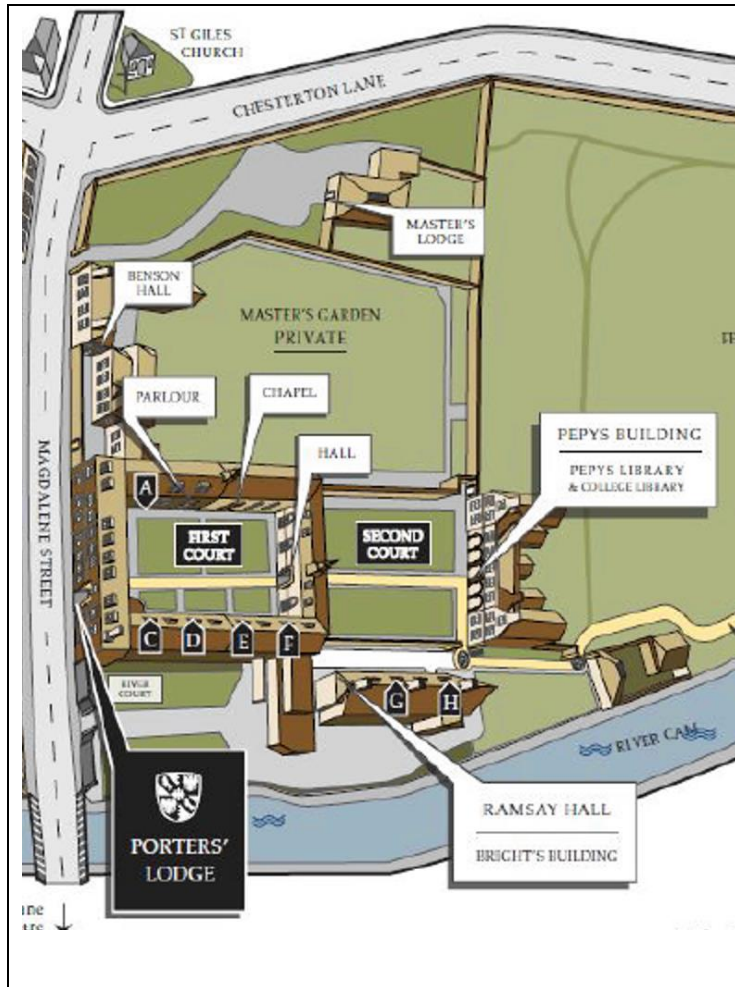
## Consulting Special Collections Materials Guidelines for Readers (With Covid-19 Restrictions)

- 1) During Covid-19 restrictions, appointments are strictly limited to Mondays and Thursdays, 10am-1pm and 2pm-5pm. During the break for lunch, readers must vacate the College and follow the procedure for entering the College as set out below.
- 2) Prior to your arrival, please view our video regarding conservation and correct handling of special collections. The link to the video is here:  
<https://youtu.be/FQDIJT1BBFA>
- 2) Upon arriving at the College's main gate please do not enter the porters' lodge. If you need assistance upon arrival to the college please call the Pepys Library telephone number, 01223 332 115, otherwise please proceed straight to the designated toilet facilities to wash your hands (see the map on page 3). These designated toilets are also the ones to be used throughout your appointment. Please note that masks should be worn at all times in the library, and it is strongly encouraged that masks are worn when moving through the college grounds.
- 3) After washing your hands please proceed to the Pepys Library (please see the map on page 3). Please disregard the barrier at the bottom of the Pepys Library staircase and make your way up the stairs. Please maintain social distancing throughout the appointment and take the mask you have used home with you.
- 4) The Library staff will direct you to your desk where your research materials will be prepared. If more than one item has been requested, the other items will be placed on the central desk in the room which you will be able to retrieve in a 'self-service' fashion. One item can be consulted at any one time. Please note that all books and manuscripts, including modern reference works, must be specified for consultation in advance. In order to maintain social distancing and good hygiene practice, library staff will not be able to retrieve any other books during your appointment.

- 5) Readers must bring with them a letter of introduction from someone who knows them and their work, preferably on the note paper of an academic institution, which should be left on your assigned desk at the end of your appointment. We shall keep this for our records, so if it is needed for other library visits it is advised that a copy is made.
- 6) Pencil only may be used. You may use a laptop. We regret that photography, even for personal use, is not allowed. We offer a photographic service to readers.
- 7) The Pepys Library is on the first floor of a seventeenth-century building: we regret that there is currently no access by lift. Please note that in the winter months the Library can be cold; please bring a few extra layers.
- 8) Due to very limited reader space and additional COVID-19 restrictions, appointments must be made well in advance wherever possible. Please check for any seasonal closures on our website.
- 9) There are wireless internet facilities available. If you have an 'Eduroam' login and password one should be able to connect automatically to the network. If you do not have access to Eduroam, please ask the member of staff on duty and they can issue you a temporary token by telephoning the porters' lodge.
- 10) Please follow the latest UK government guidelines regarding travel advice and what to do if you develop coronavirus symptoms:

<https://www.gov.uk/coronavirus>

Please consider the Pepys Library in your contact tracing should you develop coronavirus symptoms.



### Map

To enter the college please ring the bell at the gate which is signposted 'Porters' Lodge'. Please do not enter the Porters' lodge itself, rather proceed straight to the designated toilets to wash hands.

Point 'H' marks the door to the toilets in the Bright's Building, accessible via Second Court.

When hands have been washed, please proceed to the Pepys Library. These toilets are also the ones to be used throughout the appointment.