



## Application to use the Globe Library & Archives

**Name:** \_\_\_\_\_

**Status (eg. MA student):** \_\_\_\_\_

**Institution:** \_\_\_\_\_

**Area of Research:** \_\_\_\_\_

\_\_\_\_\_

**Permanent address:** \_\_\_\_\_

\_\_\_\_\_

**Current address (if different):** \_\_\_\_\_

\_\_\_\_\_

**Contact Number: (mobile preferable)** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

By ticking this box you agree to be contacted about a user survey by e-mail

**Signature & date:** \_\_\_\_\_

**(Signing this form indicates that you have read and accepted our rules and regulations, overleaf.)**

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DATA PROTECTION ACT, 1998

Information provided by you on this form will be processed by Shakespeare's Globe Trust for the purpose of managing access to archive material and the facilities at Shakespeare's Globe Trust. It will not be passed on to other organizations.

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Staff use only:     ID checked     Data Protection form (Archives)     Feedback form issued



## Application to use the Globe Library & Archives

### Rules and Regulations:

Please help us to preserve the Globe's resources for future generations by observing the following:

- Please do not eat or drink in the reading room.
- Always use a pencil.
- Please do not use anything which could damage the books or documents (this includes pens, staplers and correction fluid). Please do not write on the books or archives or lean on the archives.
- Please ensure that your hands are clean before handling books or documents.
- Should you need to follow text line by line, or mark your place in a book, please use a slip of scrap paper.
- On no account should books be placed face down, as this can damage the binding beyond repair.
- When you have finished using archives please return them to a member of staff.
- When returning files containing loose material please ensure that the original order has been preserved.
- Researchers are welcome to bring laptops or tablets with them. Wi-fi is available.
- Phones should be turned off or switched to silent and personal audio equipment (iPods, MP3 players, tablets) should be switched down and should not disturb other researchers.
- Staff can make photocopies of printed material within copyright restrictions and on payment of the appropriate fee.
- Photographs of archives and photographs is not allowed except where specific permission has been requested and given. Please note that some records (including prompt books and show reports) cannot be copied under any circumstances.
- No copying from audio-visual resources is permitted (this includes sketching).

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Staff use only:	<input type="checkbox"/>	ID checked	<input type="checkbox"/>	Data Protection form (Archives)	<input type="checkbox"/>	Feedback form issued
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