Shakespeare’s Globe Library & Archive

Researcher Application Form

To access the Shakespeare’s Globe Library & Archive all researchers must complete this form and agree to abide by the Regulations. Application forms should be returned to the Library & Archive prior to making an appointment. Complete in BLOCK CAPITALS.

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| --- | --- | --- | --- |
| **Full Name** |  | | |
| **Permanent Address** |  | | |
| **Contact Tel. No.** |  | **Mobile No.** |  |
| **Email** |  | | |
| **Employer/ Institution of Study** |  | | |
| **Academic level (e.g. undergrad, MA, PhD)** |  | | |
| **Subject of Research** |  | | |

I declare that the information supplied here is correct and true. As a condition of having access to the Shakespeare’s Globe Library & Archive I have read and agree to abide by the Researcher Regulations printed overleaf. I undertake to obtain the copyright holder’s permission for the publication or reproduction of all materials, published or unpublished. I will ensure that any information obtained relating to living persons is used in accordance with the principles of the Data Protection Act (2018).

|  |  |
| --- | --- |
| **Signature** | **Date** |

*The information provided on this form will be processed and retained by Shakespeare’s Globe Library & Archive for the purpose of facilitating use of the Library & Archive, and for monitoring and analysing researcher requirements. Personal information is kept in accordance with the Data Protection Act (2018) and will not be disclosed to any third party. This form will be retained for one year from the date of the final visit.*

**For staff use only:**

|  |  |
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| Types of Photo Id: | Checked by/date: |
| Date of first visit: | |
| Dates of subsequent visits: | |

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Researcher Regulations

**Access:**

1. Access to the Shakespeare’s Globe Library & Archive is by **appointment only**. Appointments can be arranged via email [Library@shakespearesglobe.com](mailto:Library@shakespearesglobe.com)
2. Researchers must complete and return an application form to Shakespeares Globe Library & Archive, 21 New Globe Walk, Bankside, London SE1 9DT or Library@shakespearesglobe.com
3. On the first visit researchers must show two forms of ID. Acceptable forms of ID include: a Passport or EU national identity card; a valid Driving Licence; an identity card from workplace or institution of study; a bank card; a credit card.
4. Researchers must **read the Researcher Regulations**. They are reminded that by signing the application form they are agreeing to abide by these regulations.
5. Application forms will be retained for one year from the date of the last visit. Researchers wishing to consult the Library & Archive after this period has elapsed must complete the application process again.

**General:**

1. A Library catalogue is available at <https://library.shakespearesglobe.com/#!dashboard>
2. An Archive catalogue is available at <https://archive.shakespearesglobe.com/calmview/>. Staff will provide advice on the availability of archives for research.
3. Photocopying and photography of material is allowed at the discretion of staff and subject to copyright restrictions. A Self-Service Photography Declaration Form must be completed. Please note that some records cannot be copied under any circumstances.
4. No copying from audio-visual resources is permitted (this includes sketching).

**Use:**

1. All archives and objects from the Library & Archive are made available at the discretion of staff.
2. All archives and objects must be handled with the utmost care and respect. Wash hands before consulting archives. Researchers may be asked to wear gloves or use supports.
3. Only pencils and laptops can be used to make notes.
4. Eating and drinking are not permitted while consulting archives.
5. All materials must be kept in their correct order.
6. 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.