

## **BTO CHRIS MEAD LIBRARY ACCESS POLICY**

### 1. Introduction

The Chris Mead Library at the BTO headquarters in Thetford contains one of the finest collections of books on birds and the science of ornithology anywhere in the world. The Library is a repository for ornithological knowledge, adding to and enhancing BTO's reputation as the place to go for information on birds.

BTO is committed to providing access to its Library and the wealth of knowledge contained within it.

### 2. Scope of policy

The document is intended to outline how access to the Chris Mead Library is provided, both on-site and remotely, as well as any restrictions that apply.

### 3. Aims of the Library

The core aims of the Chris Mead Library are as follows:

- To deliver an accessible library service providing a major collection of ornithological literature
- To ensure that collections are kept up-to-date, comprehensive, and relevant
- To provide support to staff across BTO, enabling them to deliver on their scientific, engagement and communications roles
- To support a wider audience of interested members, supporters, visiting academics and others with an interest in ornithology

### 4. On-site access

The Chris Mead Library is located at the Trust's Headquarters in Thetford. As space is limited visitors are asked to make an appointment in advance to ensure that a member of staff is available to assist. Appointments can be made by email or by telephone using the contact details in section 7 of this document.

Access will normally be provided during the Library opening times of 9am-5pm Monday-Friday. Wheelchair access and facilities are available, and there is lift access to the Library (which is located at mezzanine-level).

Library users will be asked to complete a reader registration form and to provide evidence of their identity.

### 5. Remote access

We recognise that not all our researchers will be able to visit us in person and we welcome enquiries by email post, or telephone. We are able to provide copies of papers (which will be supplied on completion of a Copyright Declaration Form) and information from library stock. BTO members are also able to borrow books by post.

The Library collection is fully catalogued and is available online.

The Library maintains a list of open access resource materials on its website. Electronic copies of BTO Research Reports and staff-authored publications can be accessed from the BTO website, where available.

## 6. Borrowing items

### **Books**

BTO and Garden BirdWatch members are entitled to borrow up to 3 items for up to 3 months. If the publication is still required after this, please contact us to request a renewal.

Borrowed books can be posted to members, and these will be sent with a slip indicating the date by which they should be returned.

Items on loan are not permitted to be taken overseas. Unfortunately, we are unable to lend to overseas members.

#### *Charges for borrowing books*

Members borrowing books will be required to cover the cost of outbound postage, with an invoice being enclosed with the book. This should be paid on receipt (within 30 days of the date of the invoice) by bank transfer.

### **Journals**

Whole issues of journals can be consulted on-site but cannot be borrowed. Individual papers may be copied for personal use by both members and non-members.

### **BTO Research Reports**

BTO Research Reports may be borrowed for a period of one month only. These items cannot be renewed. If not returned after one month, the full replacement cost of the report will be charged to the borrower. Many BTO Research Reports are available electronically via our website.

### **Reference materials**

This applies to reference works (major handbooks, field guides, encyclopedias and equivalent materials), Bird Reports, Ringing Reports, and Bird Observatory Reports. These materials are reference only and cannot be borrowed, but individual papers or sections may be copied for personal use.

## 7. Reproduction and copyright

BTO holds a Copyright Licencing Authority (CLA) Business Licence.

Copies can be provided in accordance with copyright law (up to one chapter of a book, one entire article from an issue of a journal or 5% of a publication, whichever is the greater). Researchers are required to complete a Copyright Declaration Form, declaring that the copy will be used non-commercially for personal research.

Copies will normally be sent as a pdf file attached to an email but will be sent as photocopied pages where this is not possible.

### ***Payment for print or electronic copies***

Members: there is no charge for a reasonable amount, subject to the Archivist's discretion.

Others: donations are encouraged for any copies supplied, which can be made via the BTO website.

### **8. Restrictions on access**

Although we do our best to make our entire Library collection available there may be some restrictions placed on materials e.g. for preservation reasons in the case of fragile items. Researchers will be advised if this applies to any material they are requesting, and alternative methods of access, such as copies, will be provided wherever possible.

A significant part of the collection is reference only and can only be consulted on-site, although copies can normally be taken.

The Library also holds a special collection of rare ornithological books which are stored in locked cupboards but may be referred to on request. Some of our rare books are fragile items and it may not be possible to copy or scan these.

### **9. How we process your data**

Researchers requesting copies of materials will be asked to complete a copyright declaration form and visitors to the Chris Mead Library will be asked to fill out a registration form. Information provided in these forms will be processed in accordance with the General Data Protection Regulation (GDPR) and will only be used for the specified purpose. Forms will be retained for seven years in order to fulfil regulatory requirements and will subsequently be destroyed.

### **10. Contact details**

Address: The Archivist, British Trust for Ornithology, The Nunnery, Thetford IP24 2PU

Tel: +44 (0)1842 750050

Email: [library@bto.org](mailto:library@bto.org)

Website: <https://www.bto.org/about-bto/library>

### **11. Review and approval**

This policy was approved by BTO Chris Mead Library in August 2022. It is due for review every two years or earlier if circumstances require.

Document control			
Version	Author	Date	Changes
0.1	BTO Archivist	09/03/2022	Initial draft
0.2	BTO Archivist	25/08/2022	Minor revisions
0.3	BTO Archivist	30/05/2023	Minor revisions