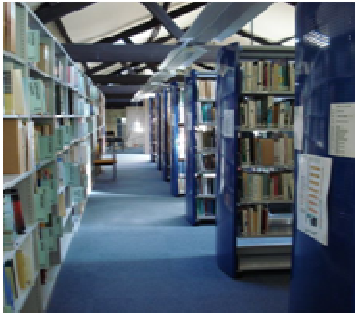


Using the BTO Chris Mead Library

Information for members & non-members



The Library in Thetford is open during normal office hours (0900-1700 weekdays) to BTO members, and to non-members for research purposes.

Please ring or email first if possible to ensure someone will be available to help you if required.

If it is not convenient for you to visit personally, items may be sent to you (see section B).

Find catalogues and other information on the library webpage: www.bto.org/library

A) BORROWING

- 1. Books** - up to 3 items may be borrowed by BTO and Garden BirdWatch *members* for up to three months.
If the publication is still needed after this, please ask for a renewal.
The decision to lend books may be determined by the value of individual publications. Whilst on loan, the item is the responsibility of the person to whom it is issued, who must ensure that it is returned to the Library promptly and undamaged. Any replacement or maintenance costs must be met by the borrower.
- 2. Journals** are not lent out as whole issues.
Individual papers may be copied for personal use by both members and non-members.
- 3. BTO Research Reports** may be borrowed for up to ONE MONTH, but not renewed. If not returned after a month, the full replacement cost of the Report will be charged. **NB:** most of these reports are freely available as pdfs on the BTO website : www.bto.org/research-data-services/publications/research-reports
- 4. Reference** - items marked as "**Reference**" may not be borrowed.
This applies to major handbooks, field guides, encyclopaedias and equivalent material.
More valuable items are kept in locked cupboards, but may be referred to on request.
- 5. Bird Reports, Ringing Reports and Bird Observatory Reports** are for Reference.
Individual papers or sections may be copied for personal use by both members and non-members.
- 6. Overseas:** Items on loan must on no account be taken overseas. We do not lend to overseas members.

B) REQUESTING ITEMS

- 1. Requests:** You may request items to be sent to you, either by post, telephoning, fax or email to the librarian.
Please be as specific as possible and give as full a reference as you can. For a request which involves searching for and copying many scattered references it would be preferable for you visit the library yourself.
- 2. Copies** of articles will be sent with a *Copyright Declaration Form* to be completed and returned.
It is most important that you declare that the copy will be used **non-commercially** for **personal research**. Please note that Copyright Law allows the copying of up to one chapter of a book, one entire article from an issue of a journal or 5% of the publication, whichever is the greater. Articles will be sent preferably as a pdf file attached to an email, or photocopied pages if that is not possible.
Payment for print or electronic copies:
Members— there is no charge for a reasonable amount, at the librarian's discretion.
Others— donations are encouraged for any copies supplied, and may be made on our website www.bto.org/support-us/donate.
Alternatively, cheques may be made payable to 'British Trust for Ornithology' and sent to the address below. A minimum of £5 is suggested.
- 3. Borrowed books** will be sent to members with a slip indicating the date by which they should be returned.
Payment for postage:
An invoice to cover outward postage will be enclosed with the book(s). This should be paid on receipt by cheque (please see above) or credit card (by phoning our accounts department).
Please ensure items are returned promptly or renewed. Every effort is made to pack items securely when sending books out, and it is expected that they will be returned with similar care. Jiffy bags are ideal.

Please address all correspondence, and return all borrowed items, to:

The Librarian (Carole Showell)
British Trust for Ornithology
The Nunnery,
Thetford, Norfolk IP24 2PU

Tel. 01842 750050
Fax. 01842 750030
Email : library@bto.org