The British Museum

For official use only
Name:
Confirmed visit date(s):

Study room application

Please complete as fully as possible. You will need to fill out this form using a desktop PC or laptop. Sections coloured blue should be left blank for official use. For study rooms and libraries we will aim to confirm your appointment within two weeks.

Name:

Permanent address:

Address in UK (if different):

Contact telephone number/email address:

The information you provide will be handled in accordance with the British Museum Data Protection Code of Practice (www.britishmuseum.org/privacy-policy).

Are you under 18?	Yes		No	

If yes, you must be accompanied by an adult over 18.

Name and contact details of accompanying adult:

Permanent address:

Address in UK (if different):

Contact telephone number:

The British Museum is dedicated to providing access to its collection for everyone, so if you require any reasonable adjustments that will help you with your visit, please indicate below:

- ☐ Wheelchair booking
- ☐ Blue Badge parking
- ☐ One-to-one support
- ☐ Any other adjustments: e.g. Additional lighting for viewing the collection.

If you require more support or would like to talk to a member of our team, please visit Accessibility at the Museum or email access@britishmuseum.org

The information you provide will be handled in accordance with the British Museum Data Protection Code of Practice (www.britishmuseum.org/privacy-policy).

Preferred date/dates for visit:

Please allow at least four weeks before your earliest preferred visit date and indicate if you are planning an extended period of study which may require multiple visits.

Some of our study rooms are busier than others; we recommend that you contact us at least four weeks before the date you wish to visit, otherwise it may be difficult to accommodate your request. Please indicate if you are planning an extended period of study which may require multiple visits. We strongly advise that you do not make special travel arrangements until we have confirmed the dates of your visit.

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Reason for accessing the collection:

1. Please select the appropriate category

☐ Private research

☐ Academic/Curatorial research

☐ Other (please specify – optional)

e.g. I'm visiting my community's ancestral treasures; I'm an artist interested in a particular practice or technique; I'm a lecturer working on an article; I'm a curator planning an exhibition; I'm a collector researching my own collection; I'm fascinated by the works of Rembrandt within the British Museum collection.

2. Area or objectives of research

e.g. Athenian sculpture of the later 5th century BC.

3. Institutional affiliation (if applicable)

You may be asked to provide a letter of introduction from an academic institution if your research includes the study of very fragile, valuable, or culturally sensitive items, or if your research involves a large volume of material.

Have you visited study rooms at the British Museum before?	Yes		No	

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Objects requested for study

Information about the British Museum collection may be found on our website at britishmuseum.org/collection. Use this resource to identify items you would like to study and if possible list in order of priority.

Individual department webpages also have useful advice about accessing the collection. If you are unable to locate the material via Collection online, please contact the relevant department for advice: britishmuseum.org/our-work/departments

Please note that the number of items you are able to study may be limited due to space considerations and for security purposes. In some study rooms such as Money and Medals or Prints and Drawings, a sample registration number and area of interest would be enough, e.g. 'Silver fifth century coins of Aegina'; 'Medals of Louis Patriarch' etc. Objects are retrieved by box or tray.

Museum registration/ identification number (you can include the Collection online link)	**Description** *(include artist's name where relevant)*	***For official use only***			
		Location	**Date issued**	**Date returned**	**Comments**
e.g. 1926,1009.1	e.g. Michelangelo; Studies of a Reclining Male Nude; drawing; Wilde 1953 11; Italian Roy XVIc				
Total number:	**Objects**				

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Items from the Archive:
The Archive is also a resource for researchers, academics and members of the public.
For more information on access to the Archive please contact us:

- Email: archive@britishmuseum.org
- Phone: +44 (0)20 7323 8224

Supporting Library books requested for study:

Identify up to ten items for consultation using the Library catalogue: library.britishmuseum.org

Please **allow two weeks** for staff to confirm the appointment. The Library team will inform you when the items have been retrieved for consultation.

For research advice please include your research question here:

e.g. How do funeral rituals inform our knowledge of society and culture of 14th century Britain? I am trying to identify the latest relevant journal articles on medieval funeral rites in Somerset.

For any other enquiries please email library@britishmuseum.org

Title	Author	Item Type	Collection	Call Number	Barcode
e.g. Plants in funeral ceremonies in Poland and Europe north of the Alps (13th–18th centuries)	e.g. Agata Macionczyk	e.g. Book	e.g. Britain, Europe and Prehistory	e.g. ME 1.5.	e.g. 00069183
Total number:					

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Submit your application

☐ *By submitting this application form you confirm to have read and complied with the study room regulations.*

Once you have completed this form, save it with your surname in the file name and email it to the relevant British Museum study room and library@britishmuseum.org, in case you have listed books. The relevant team member will contact you to confirm your study room appointment and discuss your requirements further.

We look forward to seeing you soon.

Guide for using a desktop PC to download, save and attach this form to an email

Step 1: Download and save the form

1. Once you have completed the form online, click the **Download** or **Save** button which can usually be found in the menu at the top of your browser.
2. Choose **Save As** when prompted, to choose the location on your computer where you want to store the file.
3. Select a folder (like **Documents** or **Desktop**) where you will save the form as a file.
4. Rename the file ensuring you mention your surname in it, then click **Save**.

Step 2: Attach the file to an email

1. Open your email application (Gmail, Outlook, Yahoo, etc.).
2. Click on **Compose** or **New Email** to start a new message.
3. Look for the paperclip icon or **Attach** button.
4. Click on the icon and then browse to the folder where you saved your file.
5. Select the file and click **Open** (or **Attach**).
6. The file will appear as an attachment in your email. Complete your email message**.**
7. Select the relevant British Museum study room(s) email address(es):
   - Africa, Oceania and Americas: aoastudyroom@britishmuseum.org
   - Asia: asiastudyroom@britishmuseum.org
   - Britain, Europe and Prehistory: bepstudyroom@britishmuseum.org
   - Egypt and Sudan: esstudyroom@britishmuseum.org
   - Greece and Rome: grstudyroom@britishmuseum.org
   - Horology: horological@britishmuseum.org
   - Middle East: mestudyroom@britishmuseum.org
   - Money and Medals: mmstudyroom@britishmuseum.org
   - Prints and Drawings: pdstudyroom@britishmuseum.org

   If you have listed any books within your request you will need to email: library@britishmuseum.org
8. Click **Send**.

For completion upon arrival at study room

I have read the study room regulations and undertake to observe them. Where photography is permitted, any photographs taken will be for personal study only.

Signature: Date:

Authorised by:	Date:
Supervised by:	Date:
I.D. checked:	