

The primary stakeholders in the ROM Library and Archives are ROM staff members and volunteers who are actively engaged in curatorial research on the collections at the ROM.

Secondary users include faculty and university students (principally from the University of Toronto, but not limited to) and visiting scholars from Canada and abroad.

Tertiary users are the general public engaged in museum-related research. Such users should endeavor to make an appointment with the Department Head, Archivist, or East Asian Librarian ahead of their visit, and be prepared to provide details regarding their research project. Based on the information provided, the Department Head, Archivist, or East Asian Librarian may grant access privileges at her/his discretion.

The ROM Library and Archives is an affiliated library within the UTL consortia. Consequently, the ROM provides free access to its library resources in exchange for use of the UTL automated library management system, free in-library access to all e-resources available through UTL, and full access to UTL collections and resources for ROM researchers (i.e. ROM staff and research associates)

1. Access

Access to the ROM Libraries & Archives is free to faculty and university students, visiting scholars, and the general public who are engaged in museum-related research, Monday to Friday, 10:00am to 5:00pm.

Access to the Richard Wernham & Julia West Library and Archives is via the ROM's Crystal entrance on Bloor Street, or the Weston entrance on Queen's Park. Free entrance is granted to Library and Archives researchers who identify themselves to guest services staff and register upon arrival in the Library and Archives. Visiting researchers seeking access to the Richard Wernham & Julia West Library and Archives will be issued a tag at the Concierge Desk. This tag does not permit access to other areas of the museum; misuse of this courtesy may result in visiting privileges being revoked and the individual may be asked to leave.

Access to the Bishop White Committee Library of East Asia, with limited access to library collections in Egyptology and West Asia, is via the Staff Entrance at the south end of the building. New visiting researchers must be escorted to the Bishop White Committee Library of East Asia. Repeat visitors may sign in and leave a piece of government-issued ID with Security at the Staff Entrance. Access to the Bishop White Library of East Asia, or the Egyptology and West Asia library collections does not permit access to others areas of the museum. Due to the shared nature of the space in which the Bishop White Committee of East Asia and the Egyptology and West Asia library collections reside, visiting researchers must display a valid visitor's pass at all times. Coats and bags are not permitted under any circumstances in the Bishop White Committee Library of East Asia, Egyptology, or West Asia library collections; a closet is provided to stow such items. Patrons granted access to the Bishop White

Committee of East Asia and the Egyptology and West Asia library collections who have questions should direct all inquiries to Library staff and be mindful of the shared nature of the space. Failure to comply with any of these stipulations may result in visiting privileges being revoked and the individual being asked to leave.

2. Circulation

2.1 Borrowing Privileges

The ROM libraries are for the most part non-circulating, with borrowing privileges limited to ROM staff, ROM curatorial sections, ROM graduate students, DMV docents, University of Toronto permanent faculty, and U of T graduate students only. All other users may utilize our collections in-house, between 10:00am and 5:00pm, Monday to Friday (except Holidays). The Archives, Rare Book, Journal, and Pamphlet collections are non-circulating. Borrowing of fragile items is also restricted.

Exceptions may be made only at the discretion of the Department Head or East Asian Librarian.

2.2 Loan periods and Fines

Your status	Loan periods	Renewals	Item limits
ROM Staff	6 months	3 renewals, 6 months each	100
ROM Curatorial Sections	6 months	3 renewals, 6 months each	300
ROM Graduate Students	14 days	3 renewals, 14 days each	100
DMV Docents	14 days	3 renewals, 14 days each	100
U of T Faculty Members	42 days	3 renewals, 42 days each	100
U of T Graduate Students	14 days	3 renewals, 14 days each	100

Loan periods may be extended at the discretion of the Department Head or East Asian Librarian.

Fines for overdue materials will be charged at the following rates. All fines owing on ROM materials are payable in person at the ROM Library and Archives.

Type	Fine
Regular books	\$0.50 per day per book
Recalled books	\$2.00 per day per book

2.3 Retrievals and Stack Access

All items in the stacks must be retrieved for the general public by Library and Archives staff. ROM staff and docents (with a ROM ID) have access to the stacks, as well as U of T Faculty of Information students. Anyone using the stacks in the Richard Wernham & Julia West Library must be shown how to operate the compact storage and be alerted to any Occupational Health and Safety concerns.

Retrieval slips should be used to facilitate retrievals. Retrieval slips are required for Rare Book and Archives retrievals, and must be completed in full, with name and contact information. Registration and ID may be requested for use of rare, special collections, and archival materials.

If a requested item is presently charged to a department section, it can be retrieved with 24-hour notice. All retrieved items for Reading Room use will be flagged with the yellow flags housed at the Circulation Desk, identifying it for return to the department upon completion of use.

3. University of Toronto library cards for ROM staff

Current research and curatorial staff and research associates of the Royal Ontario Museum are eligible for a University of Toronto TCard, which allows limited stack access and borrowing privileges as a Visiting Faculty Borrower at U of T Libraries. Upon request, a letter from the Department Head of the ROM Library and Archives authorizing a UTL TCard for the above mentioned staff will be provided. The staff member must take this letter to the Reader Registration Desk on the first level of Robarts Library, where they will be issued a UTL photo ID card with a barcode. A PIN number will be assigned verbally.

ROM staff eligible for TCards are required to abide by the following UTL user guidelines:

- The TCard provides Robarts Library book stacks access
- Up to 100 loans at a time
- 42-day loan period
- Items can be renewed three times, if the item has not been requested by another patron
- Limited access to My.Access (<https://onesearch.library.utoronto.ca/myaccess-faq>)

All fines incurred at UTL libraries are the sole responsibility of the TCard holder:

- Fines rate is \$0.50 / day per book.
- Fines on Course Reserves books are \$0.50 / hour per book.
- Fines for recalled books are \$2.00 / day per book.

Library privileges are withheld when fines are \$25.00 or more.

See more at: <https://onesearch.library.utoronto.ca/loan-services>

Any problems encountered with UTL TCards should be reported immediately to the Robarts' Circulation Supervisor at 416-978-0942.

4. Interlibrary Loans

4.1 Borrowing

Items may be borrowed from other institutions for ROM curatorial staff, ROM graduate students working with curators, ROM research associates, and ROM managers. ROM staff may place Interlibrary Loan requests using the request form found on [ROM INSITE](#).

University or college faculty and students should place ILL requests through their university or college library.

Members of the public are encouraged to place ILL requests through the Toronto Public Library or their local public library system. At the discretion of the Department Head, the ROM Library and Archives may place an ILL request for a member of the public, for a fee of \$25.00, payable up-front.

4.2 Lending

All circulating collections from the ROM libraries are eligible for loan to external libraries. Non-circulating collections from the ROM libraries, including rare, reference, archives and special collections, pamphlets, periodicals, microform, oversized, and fragile materials are ineligible for loan.

The fee for each item loaned through ILL is \$25.00.

ILL requests for journal articles are subject to a basic \$25.00 fee (up to 30 pages, plus \$0.20 per additional page).

Document Delivery requests for journal articles from UTM and UTSC are subject to a fee of \$5.00 + \$0.05 per page.

ILL material may be renewed up to 3 times, at no charge. All renewals thereafter are subject to a \$25.00 fee.

Lost or unreturned materials will be subject to a minimum \$100.00 fee, or the replacement cost of the book (whichever is greater).

5. Public Service

The ROM Library and Archives is committed to maintaining the highest quality of public service. All visitors will be greeted upon visiting the Libraries and will be required to sign-in.

University of Toronto visitors may be distinguished in the sign-in book from other external visitors for statistical reporting purposes.

ROM Library and Archives staff endeavours to answer all emails and phone calls within 24 business hours of receipt. If unable to respond immediately, an alternate time will be communicated to the inquirer or library patron.

6. Relevant Policy and Management Practices

The ROM addresses many of the above issues in several of its Board policies including:

- Collections policy
- Copyright policy
- Emergency & disaster planning policy
- Information management & library policy
- Public access
- Risk Management policy

Please also see the following Library and Archives Management Practices:

- Collections Management
- Gifts-in-Kind

7. Contact Information

Library and Archives
Royal Ontario Museum
100 Queen's Park
Toronto ON M5S 2C6
Attn: Department Head

(416) 586-5740

library@rom.on.ca

Last revised: August 2018