



Terms of access to archives, manuscripts, rare books and biographical collections

Access to the archives, deceased fellows' biographical records, rare books and special collections of the Royal College of Physicians is by prior appointment only.

Access to archives

- Records of official RCP committees* are available to fellows after 10 years and the public after 20 years.
- All other institutional archives are available after 20 years.
- Non institutional archives in good physical condition are available without restriction, unless they contain confidential information.
- Records containing confidential information may be restricted for varying time periods depending on confidentiality requirements.
- Records containing medical information on identifiable individuals are closed for 100 years.
- Records in poor physical condition may be restricted or unavailable.

* Annual General Meeting, Comitia, Council, Finance & General Purposes Board and Trustees Board

Access to deceased fellows' biographical records

Deceased fellows' biographical records are available once the obituary entries are published in full on the Munk's Roll online database, unless they contain confidential information.

Access to rare books and special collections

- Printed items in good physical condition are available without restriction.
- Printed items in poor physical condition may be restricted or unavailable.

Reading room regulations

Visitors are required to comply with all reading room regulations. A copy is available on request.

Handling items

- No writing implements other than pencils may be used when consulting archives, deceased fellows' biographical records, rare books and special collections.
- Care must be taken in handling items and staff instructions followed at all times.

- No marks should be made on items for any reason.
- Items must not be folded or leant upon.
- Book rests etc. must be used when supplied by staff.

Reproduction services

- Photocopies may be made from items under 100 years old in good physical condition, subject to copyright regulations.
- Photocopies may not be made from items over 100 years old or in poor physical condition.
- Photographic images can be provided from items over 100 years old in good physical condition, subject to copyright regulations.

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- Non flash photography is used.
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- The future usage of the images has been agreed by Library, archive and museum services staff, as specified in the appropriate additional documentation.

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