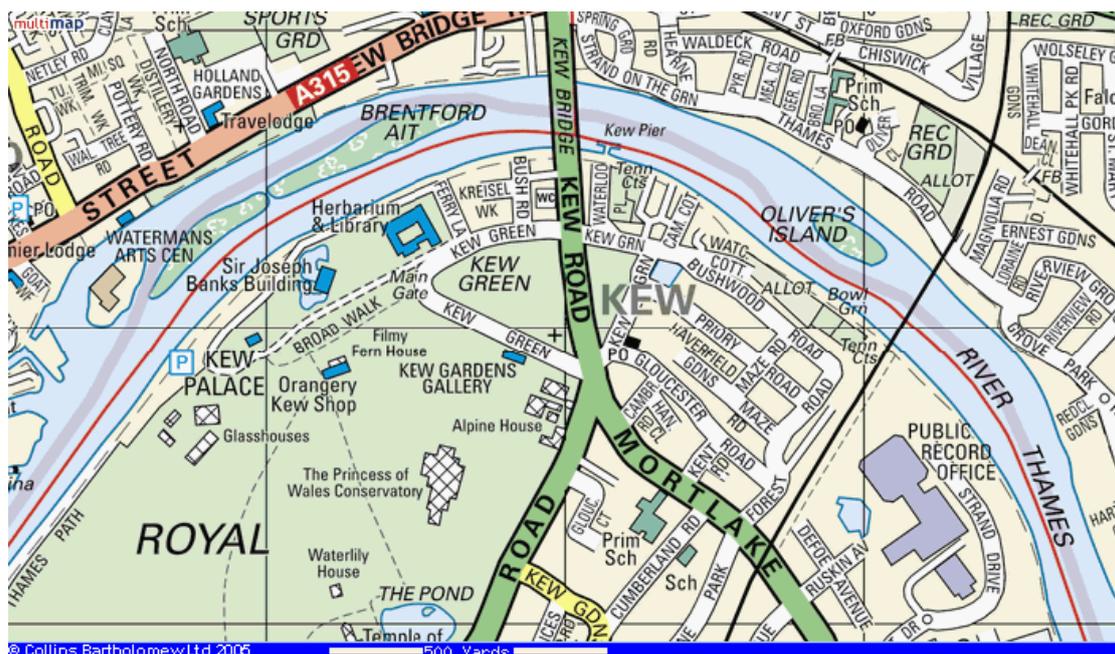


Library, Art & Archives

INFORMATION FOR READERS

How to find us

The Library is part of the 'Library, Art and Archives' department of the Royal Botanic Gardens at Kew and is located in the **Herbarium**. The Herbarium is situated on Kew Green, close to the 'Elizabeth Gate' (formerly Main Gate) of the Gardens and access can be gained without having to first pass through the Gardens themselves. Please see the map below for the exact location:



Upon arrival

The Herbarium is a short walk from both **Kew Bridge** and **Kew Gardens stations** (both routes are signposted) or can be reached on a number of buses including 65, 391, 237 and 267. There is a staff car park at the back of the Herbarium which can be used by visitors with mobility issues. If you wish to use this, please ask for details.

On arrival, enter the Herbarium through the black metal gates and then turn right and proceed to Reception, which is accessed through the front entrance of the new building. When asked by the reception staff, please state that you have come to visit the Library.

You will then be directed to the Reading Room on the first floor. There is a lift available for those unable to climb stairs.

At Reception all visitors are asked to sign themselves in as a safety precaution in case of evacuation and also to leave all bags and coats in the lockers. Laptop bags are not permitted in the Reading Room, although you may bring in a clear plastic bag available from reception. The lockers require a £1 or 1 euro coin (which will be returned to you).

Please ensure that you bring **identification** with you up to the Reading Room, as you will be required to show this on your first visit. You will need to show photographic identification such as a passport or driving licence, as well as proof of address such as a utility bill.

In the Reading Room

On arrival in the Reading Room, please inform the member of staff at the information desk that you have come to consult library material.

Membership Form

- Please complete a membership form which will be given to you by staff at the Reading Room information desk.

Photography

- Readers may take their own photographs of library material (for personal research only) whilst completing a self service photography form, which the information desk staff can give you. Please do not use a flash. This is for conservation reasons.

Appointments

- Although it is not necessary to book an appointment, we recommend that you do so in order to ensure that the required library items are available. If you do not have an appointment, we cannot guarantee that the items will be available.

The Reading Room is open weekdays only, 10am – 4pm.