

# RIBA STUDY ROOM GROUP VISIT BOOKING CONFIRMATION FORM

**Completion of this form and its receipt by the V&A a minimum of THREE WEEKS prior to your visit is essential to confirm your visit booking.**

**EITHER:**

**EMAIL** completed form to [drawings&archives@inst.riba.org](mailto:drawings&archives@inst.riba.org)

**FAX** completed form on **020 7589 3175**

**POST** completed form to Drawings and Archives Collections, Royal Institute of British Architects, Victoria and Albert Museum, South Kensington, London SW7 2RL

## CONTACT DETAILS

**Name** : .....

**Telephone:** ..... **E-mail:**.....

**Name and address of Institution/organisation:**.....

.....

**Primary school/ Secondary school/ FE & HE/ Post-graduate/ Other** (ring as appropriate)

## YOUR VISIT

**Booking reference number:**.....

**Date of visit:**..... **Time of visit:**.....

**Expected number of attendees:**.....

## Disabled access requirements:

More information about disabled access and facilities for the Museum can be found on the V&A website at 'Access for Visitors with Disabilities' at [http://www.vam.ac.uk/your\\_visit/facilities/access/](http://www.vam.ac.uk/your_visit/facilities/access/)

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Please continue on the next page//

PLEASE INDICATE WHICH OPTION YOU ARE TAKING TO SELECT MATERIAL FOR YOUR VISIT:

Note: Only Drawings and Manuscripts can be viewed at the V&A. For enquiries regarding photographs, journals and books please contact RIBA British Architectural Library 0207 307 3882.

€ **Option 1: Visit the V&A Print Room to select material for your visit**

- Visit the Print Room during opening hours (10-5, Tues-Sat) telephone 0207 307 3708.
- Browse the RIBA online catalogues  
<http://www.architecture.com/LibraryDrawingsAndPhotographs/RIBALibrary/Catalogue.aspx> and [www.ribapix.com](http://www.ribapix.com)
- Call up material if you would like to see it in advance.
- Curatorial assistance is available at the RIBA Enquiry desk if you require it.
- Fill in the request slips for your visit and leave at the RIBA Enquiry desk.
- Find out more information about visiting the RIBA Study Room at the V&A  
<http://www.architecture.com/LibraryDrawingsAndPhotographs/StudyAndTeachingRooms/VandA.asp>  
[x](#)

€ **Option 2: Select RESOURCE BOXES**

- Resource boxes are pre-prepared boxes of material organised thematically and accompanied by information documents.
- View list of Resource boxes and their contents online  
[http://www.vam.ac.uk/school\\_stdnts/schools\\_teach/teachers\\_resources/resource\\_boxes/index.html](http://www.vam.ac.uk/school_stdnts/schools_teach/teachers_resources/resource_boxes/index.html)  
**(+ RIBA link to come)**

Please list which boxes your group would like to view (**MAXIMUM OF THREE BOXES**):

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€ **Option 3: Select specific material from catalogues online and return completed form**

1. View the complete British Architectural Library catalogue and search on-line at:  
<http://www.architecture.com/LibraryDrawingsAndPhotographs/RIBALibrary/Catalogue.aspx> and list your requests below. To search the online catalogue, choose a keyword or phrase e.g. an architect's name, building or place. Select ALL or select one category e.g. DRAWINGS. Click on 'Details' and note the order/reference number below if you wish to view the drawing in the RIBA Study Room.
2. A number of drawings can be viewed online on the RIBApix catalogue at [www.ribapix.com](http://www.ribapix.com). Note the RIBApix reference number below if you wish to view the drawing in the RIBA Study Room  
There is a **MAXIMUM OF TEN ITEMS**.

	Architect	Description of item	Order/Reference number	RIBApix Ref number (if available)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

## GUIDELINES FOR GROUPS

### **(IMPORTANT PLEASE READ)**

Many of the RIBA's collections are unique and can be in a fragile condition. They are freely available and are not protected by glass. The Museum has a duty to ensure the safe care of these collections for future generations, so we ask all our visitors to abide by the following important rules.

A member of RIBA/V&A staff will demonstrate how to handle the material you have ordered. However, please note that it is the responsibility of the group leader to enforce the rules. If these are not observed, V&A security will ask your group to leave.

Please brief your group in advance about observing the following:

- **Please leave your coats & bags in the cloakroom or the lockers** in the Sackler Centre, or the cloakroom at the Main Entrance or near Exhibition Road. You will be given a clear plastic bag to bring anything you need with you in the Study Room. First Aid bags and other essential items required by the teacher/group leader are permitted.
- **Pencils only** can be used and are available in the Study Room.

- **Food, drink, chewing gum, pens or newspapers must not be taken to the Study Room** as these can be harmful to the Collection.
- When sketching or studying closely, please remind your group not to lean on objects.
- Mobile phones are permitted but should be switched to silent.
- **Photography is NOT allowed, this includes digital photography.** To arrange for copies to be made please contact the RIBA Enquiry desk.
- Only group leaders may handle the objects on behalf of a group. Where available cotton gloves should be worn at all times. If in doubt about handling work please ask for assistance.
- Please **DO NOT** turn drawings over, move them aside one by one.
- Never remove an object from a melinex™ sleeve, unless assisted by a member of staff.
- Allow at least 10 minutes for getting to the Study Room, from the main entrance or Sackler Centre Reception.
- If possible, please contact the Study Room direct if your group is running late on the day. We cannot guarantee that your group will still be accommodated if there is a significant delay RIBA Study Room Tel: 0207 307 3708.