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British Museum.

Statutes & Rules.

1759.



# STATUTES and RULES,

Relating to the

INSPECTION and USE

OF THE

BRITISH MUSEUM.

AND

For the BETTER SECURITY, and  
PRESERVATION of the same:

By ORDER of the

T R U S T E E S.

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STATUTES and RULES, relating  
to the Inspection and Use of  
the BRITISH MUSEUM ; and  
for the better Security, and Pre-  
servation of the same : by Or-  
der of the TRUSTEES.

 HIS Museum, tho' chiefly de-  
signed for the use of learned  
and studious men, both natives  
and foreigners, in their researches into  
the several parts of knowledge ; yet be-  
ing a national establishment, founded  
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by Authority of Parliament, it may be judged reasonable, that the advantages accruing from it should be rendered as general as possible. But as it is of a more extensive nature, than any other before established, it doth require some particular rules and restrictions relating to the inspection, use and security thereof, suited to the nature of its institution; the different quality of the things, of which it consists; and such attendance of the Officers, as may be justly expected from them. Therefore the Trustees of the British Museum, at a General Meeting assembled, do hereby make, constitute, and establish the Statutes, Rules, and Ordinances following, viz.

## I.

The times when the MUSEUM is  
to be kept open.

1. THAT the Museum be kept open at the hours mentioned below, every day throughout the year, except Saturday and Sunday in each week; and likewise except Christmas-day and one week after; one week after Easter-day and Whitsun-day respectively; Good Friday, and all days, which are now, or shall hereafter be, specially appointed for Thanksgivings or Fasts by Publick Authority.

2. THAT between the months of September and April inclusive, from Monday to Friday inclusive, the Museum

seum be opened from nine o'clock in the morning till three in the afternoon ; and likewise at the same hours on Tuesday, Wednesday, and Thursday, in May, June, July, and August ; but on Monday and Friday, only from four o'clock to eight in the afternoon, during those four months, except at the times above excepted.





gister every night before the Principal Librarian ; or, in his absence, before the Under Librarian, who shall officiate as Secretary for the time being, or in his absence, before one of the other Under Librarians ; to the end that the Principal, or such Under Librarian, may be informed, whether the persons so applying be proper to be admitted according to the Regulations made, or to be made, by the Trustees for that purpose. And if he shall judge them proper, he shall direct the Porter to deliver Tickets to them, according to their request, on their applying a second time for the said Tickets.

2. THAT no more than ten Tickets be delivered out, for each hour of admittance ; which Tickets, when brought by the respective persons therein named, are

are to be shewn to the Porter; who is thereupon to direct them to a proper room appointed for their reception, till their hour of seeing the Museum be come; at which time they are to deliver their Tickets to the proper Officer of the first department: and that five of the persons, producing such Tickets, be attended by the Under Librarian, and the other five by the Assistant, in each department.

3. **THAT** the said number of Tickets be delivered for the admission of company at the hours of nine, ten, eleven, or twelve respectively, in the morning; and at the hours of four or five, in the afternoon of those days, in which the Museum is to be open at that time: and that, if application be made by a greater number of persons, than can be

accommodated on that day and hour, which they had named ; the persons last applying have Tickets granted them for such other day and hour, as will be most convenient for them ; provided it be within seven days ; a sufficient number of Tickets being ordered to be left in the hands of the Porter, for that purpose.

4. THAT if the number of persons producing Tickets for any particular hour does not exceed five, they be desired to join in one company ; which may be attended either by the Under Librarian, or Assistant, as shall be agreed on between them.

5. THAT if any persons having obtained Tickets, be prevented from making use of them, they be desired to  
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send them back to the Porter in time ; that other persons wanting to see the Museum may not be excluded.

6. THAT the spectators may view the whole Museum in a regular order, they are first to be conducted through the department of Manuscripts and Medals ; then the department of natural and artificial Productions ; and afterwards the department of printed Books, by the particular Officers assigned to each department.

7. THAT one hour only be allowed to the several companies, for gratifying their curiosity in viewing each department, so that the whole inspection for each company may be finished in three hours ; and that each company keep together in that room, in which  
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the Officer who attends them, shall then be.

8. THAT a catalogue of the respective printed Books, Manuscripts, and other parts of the Collection, distinguished by numbers, be deposited in some one room of each department, to which the same shall respectively belong, as soon as the same can be prepared.

9. THAT written numbers, answering to those in the Catalogues, be affixed both to the Books, and other parts of the Collection, as far as can conveniently be done.

10. THAT in passing through the rooms, if any of the spectators desire to see any Book, or other part of the Collection,

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lection, it be handed to them by the Officer, as far as is consistent with the security of the Collection, to be judged of by the said Officer ; who is to restore it to its place, before they leave the room : that no more than one such Book, or other part of the Collection, be delivered at a time to the same company : and that the Officer do give the company any information they shall desire, relating to that part of the Collection which is under his care.

11. THAT upon the expiration of each hour, notice be given of it by ringing a bell ; at which time the several companies shall remove out of the department, in which they then are, to make room for fresh companies.

12. That

12. THAT the Coins and Medals, except such as the standing Committee shall order, from time to time, to be placed in glass cases, be not exposed to view, but by leave of the Trustees, in a general meeting; or the standing Committee; or of the principal Librarian: that they be shewn between the hours of one and three in the afternoon by one of the Officers, who have the custody of them: that no more than two persons be admitted into the room to see them at the same time, unless by particular leave of the principal Librarian; who in such case is required to attend, together with the said Officer, the whole time: and that but one thing be taken or continue out of the cabinets and drawers at a time, which is to be done by the Officer, who shall replace it, before any person present goes out of the room.

13. That

13. THAT if any of the persons, who have Tickets, come after the hour marked in the said Tickets, but before the three hours allotted them are expired, they be permitted to join the company appointed for the same hour, on their removing into another department ; in order to see the remaining part of the Collection, if they desire it,

14. THAT the Museum be constantly shut up at all other times, but those above mentioned.

15. THAT if any persons are desirous of visiting the Museum more than once, they may apply for Tickets in the manner above mentioned, at any other times, and as often as they please : provided that no one person has Tickets at the same time for more days than one.

C 16. That

16. **THAT** no children be admitted into the Museum.

17. **THAT** no Officer, or Servant, take any fee, reward, or gratuity, of any person whatsoever ; except in such Cases as are herein after mentioned, under the penalty of immediate dismissal.



## III.

The manner of admitting persons, who desire to make use of the MUSEUM for Study; or shall have occasion to consult the same for Evidence, or Information.

1. **THAT** no one be admitted to make use of the Museum for Study, but by leave of the Trustees, in a General Meeting, or the standing Committee: and that the said leave be not granted for a longer term than half an year, without a fresh application.

C 2      2. **THAT**

2. THAT a Book be kept in the reading room, under the custody of the Officer of the said room; who is to enter therein the names of the several persons who have leave of admiffion, together with the refpective dates of the orders of the Trustees for that purpose, and the duration of the fame.

3. THAT a particular room be allotted for the persons fo admitted, in which they may fit, and read or write, without interruption, during the time the Museum is kept open: that a proper Officer do constantly attend in the said room, fo long as any fuch person, or persons, fhall be there: and for the greater eafe and convenience of the said persons,

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as well as security of the Collection, it is expected; that notice be given in writing the day before, by each person, to the said Officer, what Book or Manuscript he will be desirous of perusing the following day; which Book or Manuscript on such request, will be lodged in some convenient place in the said room, and will from thence be delivered to him by the Officer of the said room: excepting however some Books and Manuscripts of great value, or very liable to be damaged, and on that account judged by the Trustees not fit to be removed out of the library to which they belong; without particular leave obtained, of the Trustees, in a General Meeting, or the standing Committee, for that purpose; a Catalogue whereof

whereof will be kept by the Officer of the reading room.

4. **THAT** such persons be allowed to take one or more Extracts from any printed Book, or Manuscript; and that either of the Officers of the department, to which such printed Book or Manuscript belongs, be at liberty to do it for them, upon such terms, as shall be agreed on between them.

5. **THAT** the transcriber do not lay the paper, on which he writes, upon any part of the Book, or Manuscript, he is using.

6. **THAT** no whole Manuscript, nor the greater part of any, be transcribed, without leave from the Trustees,  
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in a General Meeting, or the standing Committee.

7. THAT every person so intrusted with the use of any Book, or Manuscript, return the same to the Officer attending, before he leaves the room.

8. THAT if any person engaged in a work of learning, have occasion to make a drawing of any thing contained in the department of Natural and Artificial productions, or to examine it more carefully than can be done in the common way of viewing the Museum; he is to apply to the Trustees in a General Meeting, or the standing Committee, for particular leave for that purpose: it not being thought proper, unless in particular cases, to have them removed  
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from their places, and out of the sight of the officer who has the care of them.

9. THAT whensoever, and as often as any person shall have occasion to consult or inspect any Book, Charter, Deed, or other Manuscript for Evidence or Information, other than for studying, which is herein before provided for; he is to apply for leave so to do, to the Trustees in a General Meeting, or the standing Committee. But if the case should require such dispatch as that time cannot be allowed for making such application, the person is to apply for such leave to the Principal Librarian; or, in case of his death or absence, such of the Under Librarians as shall officiate as Secretary for the time being: which leave the

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Principal Librarian, or the Under Librarian officiating as Secretary for the time being, as aforesaid, is hereby empowered to grant. Provided always, that no such person shall be permitted to consult or inspect any such Book, Charter, Deed, or other Manuscript; except in the presence of the Principal Librarian, or of one of the Officers of that department to which such Book, Deed, Charter, or other Manuscript shall belong.

10. THAT no part of the Collection or Collections belonging to this Museum, be at any time carried out of the General Repository; except such Books, Charters, Deeds, or other Manuscripts as may be wanted to be made use of in Evidence. And that when any

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such

such Book, Charter, Deed, or other Manuscript shall be wanted to be made use of in Evidence, application shall be made in writing for that purpose, to the Trustees in a General Meeting, or the standing Committee: and if the case should require such dispatch, as not to admit of an application to the Trustees in a General Meeting, or the standing Committee then to the Principal Librarian; or in case of his death or absence, then to such of the Under Librarians as shall officiate as Secretary for the time being: and thereupon by their or his direction, the same shall and may be carried out of the General Repository, to be made use of in evidence as aforesaid, by the Under Librarian or Assistant of the department  
to

to which such Book, Charter, Deed, or other Manuscript shall belong. And in case the said Under Librarian, or Assistant of the said department be disabled, or cannot attend ; then by such other of the Under Librarians, or Assistants, as shall be appointed by the Trustees, in a General Meeting, or the standing Committee, or by the Chief Librarian, or by such of the Under Librarians as shall officiate as Secretary for the time being aforesaid. And the person who shall be appointed to carry out the same, shall attend the whole time, and bring it back with him again ; for which extraordinary trouble and attendance it is expected that a proper satisfaction be made to him.

ALTHO' it may be presumed, that persons who shall be admitted to see the Museum, will in general conform themselves to the Rules and Orders abovementioned; yet as it may happen, that these Rules may not always be duly observed: the Trustees think it necessary for the Safety and Preservation of the Museum, and do hereby order, That in case any persons shall behave in an improper manner, and contrary to the said Rules, and shall continue such misbehaviour after having been admonished  
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by one of the Officers; such persons shall be obliged forthwith to withdraw from the Museum; and their names shall be entered in a Book to be kept by the Porter : who is hereby ordered not to deliver Tickets to them for their admission for the future ; without a special direction from the Trustees in a General Meeting.

F I N I S.



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