

SITUATIONS

Open Office

Introduction

Open Office was launch in 2010 and provides the opportunity to access the Situations Library and Locating the Producers Archive. Available dates are indicated on the Situations Website and those thinking about booking a date to attend the next Open Office should refer to these instructions before traveling to the Situations Office.

To make a booking, please send an email to info@situations.org.uk, stating clearly in the subject field 'Appointment for Open Office'. Please state in your email the date you want to use the library and give an outline of the sorts of materials or particular book titles you would like to view. If we do not have the material or books you are looking for, we will inform you before you travel. A staff member will email you and confirm your booking date. For directions to Spike Island, please visit www.spikeisland.org.uk/map. On arrival at Spike Island, please report to reception and ask for Situations – a staff member will show you to the office.

Guidelines

Please note that in order to search the library catalogue, you will need to bring your own laptop as there will be no IT provision in the office. A staff member will give you a short induction, which will include a demonstration of how to use the catalogue.

Please note that you will not be permitted to remove any material from the Situations Office.

Photocopying of material is possible, but you will be responsible for covering the cost and there will be a limit on the amount you can copy.

Prices

A4 black & white photocopy - 10p (price with paper - 20p). Note that colour photocopying is not available.

You will also be responsible for following photocopying and reproduction rights of individual publications and accordingly referencing any material that you might include in your personal research. Please note that Situations takes no responsibility for individuals who go against instructions given by individual publications or for incorrect referencing.