

Classes at Lambeth Palace Library

Enquiry Form

* **Depending on the nature of the institution, fees may be charged**
* Please return this form to Lambeth Palace Library (LPL) **at least 4 weeks** before you wish to hold the class to archives@churchofengland.org

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| --- | --- |
| Your Name |  |
| University/organisation |  |
| Contact email |  |
| Name of tutor (if not yourself) |  |
| Class topic |  |
| Preferred date and time (please provide 3 options in order of preference) |  |
| Approx. number of students |  |

REQUESTING ITEMS

Please see our online [archives and manuscripts catalogue](https://archives.lambethpalacelibrary.org.uk/CalmView/advanced.aspx?src=CalmView.Catalog), [printed books catalogue](https://bookscat.lambethpalacelibrary.org.uk/?_ga=2.238456968.903657708.1625130231-1771530850.1624003850), and online image management system ([Luna](https://images.lambethpalacelibrary.org.uk/luna/servlet)) for details about our collections.

Please be aware that all items will be assessed by Collections Care in advance of the class. If an item is deemed unfit for production, staff at LPL may be able to suggest an alternative. Items might be unavailable due to being on display, on loan, etc. Access may be refused for restricted items.

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| --- | --- | --- | --- |
| Reference | Opening (folio/page reference, if applicable) | Title | Date |
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FEES

Where an institution has a budget for external visits, or a course charges fees directly to participants, a charge will apply. In such cases, the cost of a class at Lambeth Palace Library will be £500 for a half-day session, or £800 for a whole day. This cost contributes towards the cost of preparing the room and collection items, supervision of the collection, teaching (if arranged), and a small amount of conservation work if required.

Please state whether your course charges or you have a budget:

|  |  |  |  |
| --- | --- | --- | --- |
| Yes, there is a budget or charge directly for this course: |  | No, no budget is available for visits, and no fee is passed on to students for taking this course: |  |

INFORMATION

Classes will take place in the Abbot Room at Lambeth Palace Library. Please be aware that the Abbot Room can accommodate 16 people. Including the tutor and two members of LPL staff, this means we can host up to 13 students. If your number exceeds this, you will need to book multiple sessions.

The Abbot Room is on the first floor of the Library, accessible by stairs or lift. In the unlikely event of an emergency, guests may need to evacuate down the stairs. Please let us know beforehand if anyone in your class may need additional assistance in leaving the building during an evacuation.

Please arrive at least 15 minutes in advance of the start of the session. On arrival at the building, all tutors and students are required to leave their coats and bags in our cloakroom. Students are allowed to bring pencils, laptops and other electronic notetaking devices into the seminar room. No pens are allowed in the Abbot Room. No food or drink is allowed in the Abbot Room, including water, chewing gum and cough suppressants. Please let us know if any members of your party may need to bring a bag or food/water into the Abbot Room for medical reasons.

The content of the class will normally be delivered by the tutor, unless agreed otherwise. If you have requested items from our collections, members of LPL staff will be present at the class to supervise the items.

During the class, the items can only be handled by the tutor or LPL staff. Please ensure you have clean, dry hands, and remove nail varnish if possible. A member of the Collections Care team will be available to assist with handling. Some items may need to be handled only by LPL staff.

Photography is allowed during the class. Please ensure that your flash is off and that no further light is emitted in proximity to the items.

LPL staff may take photographs during the class for publicity or training purposes. Please let us know if you do not want us to take photographs.

LPL holds free exhibitions and displays on the Mezzanine floor and exhibition room near to the Abbot Room. You and your students are welcome to view the displays before or after your class. Please see our [website](https://www.lambethpalacelibrary.info/exhibitions/) for current and upcoming exhibitions.

All visitors are welcome to join the Library as readers to access items in the reading room. Please speak to a staff member on the reception desk for more information.

Reviewed: 30/09/2025