

WOLFSON CENTRE IN MUSIC AND MATERIAL CULTURE

Preparing for your visit

Visits to the Wolfson Centre are available by appointment only on Tuesdays and Wednesdays. To submit your request, or for further information, please contact museum.info@rcm.ac.uk.

In order to support your work, please provide us with the following information:

- A brief project outline identifying your research topic
- Evidence that you have conducted preliminary research, including searching the Museum's [online collections database](#). Where possible, please confirm the object numbers of the materials you would like to see
- Where relevant, you should provide evidence that you are competent to handle fragile / sensitive collections.

Your visit

The research centre is within the main premises of the Royal College of Music. Please present to the main reception of the Royal College of Music, Prince Consort Road, London SW7 2BS, providing your name, and the name of the Museum contact for your visit. Your contact will come to collect you and guide you to the Wolfson Centre.

Please bring a form of identification with a photograph - such as a passport, university ID card or driving licence.

Accessibility

A route avoiding stairs is available to the Wolfson Centre. Please inform us of any accessibility needs before your visit.

The research spaces

Depending on the types of materials to be viewed, your visit will take place either in the digitisation and research room, or in the main storage area.

Personal belongings

Bags and personal belongings are to be placed in one of the available lockers. Bag checks may be undertaken.

Handling

Guidance from staff about the handling of object(s) must be followed, with use of gloves, if appropriate. The visit will always be supervised by an RCM Museum staff member, who will assist with handling of the object as needed.

Bathrooms

Toilets are available close to the Wolfson Centre. A member of staff will help direct you and provide access back into the research space.

Food and drink

No food or drink items are to be consumed within the Wolfson Centre. The [RCM Café](#) has available seating and is open for serving of refreshments from 8:30am – 4:30pm.

Mobile phones

Please avoid unnecessary use of mobile phones, for the benefit of other researchers within the space. Photography with smartphones is allowed with reference to our specific guidance on photography.

Photography and equipment

Please inform staff of any photography equipment to be used for prior approval. Photography may be undertaken with prior permission of the supervising staff member. Please note that photography may be restricted where copyright laws apply. Any new photography undertaken is to be shared with the museum following the visit.

Please inform your contact of any specialist equipment requirements, or any intention to bring specialist equipment of your own.

Laptops

Laptops and other mobile devices may be used to produce research notes.

Wi-Fi

Access to the RCM's public Wi-Fi is available within the Wolfson Centre.

Writing implements

If notes are handwritten, only pencils are to be used, and objects are not to be marked by the researcher.