

## **Somerset Archaeological and Natural History Society FAQs**

### **Introduction**

The Somerset Archaeological and Natural History Society was formed 1849 to promote the study of archaeology, historic buildings, natural history and local history with particular reference to the county of Somerset.

### **How can I find out what is in the SANHS archive collection?**

A copy of the catalogue is available in ring binders in the searchroom, under the reference DD\SAS. The catalogue is also available on the archives online catalogue.

### **How can I find out what is in the SANHS library collection?**

All the Society's books and a number of periodical articles can be searched at the LibrariesWest catalogue, which is available online at [www.librarieswest.org.uk](http://www.librarieswest.org.uk).

There is also an Author and Subject card index in the searchroom.

As a result of the SANHS Library Cataloguing Project all books are now fully catalogued. A searchable list of these items, together with one for the Local Studies Library, is available on the catalogue computers in the Heritage Centre Searchroom, and on the South West Heritage Trust website.

### **How can I access the collection?**

The Society's collection of books, periodicals, works of art and original archives are held at the Somerset Heritage Centre. You may access items in the searchroom.

Once you have found the book or document that you wish to see in the catalogue, complete a document order form which can be found at the search room desk and pass it to a member of staff. The item will then be brought from the strongrooms. It usually takes between 5-10 minutes to retrieve items.

### **When is the Heritage Centre open?**

The Heritage Centre is open on:

Monday:	1.00pm – 5.00pm
Tuesday-Friday:	9.00am – 5.00pm
2nd Saturday of each month	9.00am – 1.30pm (please see the website for dates)

The Society's collections may be viewed during any of these times.

### **I am not a member of the Society; may I still look at their collections?**

The books and archives are available for consultation in the searchroom for all researchers visiting the Heritage Centre. If you are interested in researching items in the museum collection please contact the Somerset Heritage Centre.

## **Can I borrow a book from the SANHS Library?**

Members of the Society are entitled to borrow many of the books from the SANHS Library for study at home. Please note that some items are not available for loan, for example books published pre-1850 and serials. The conditions for borrowing are set out in the SANHS Library Rules. Please ask in the searchroom for a copy of these rules.

## **Can I make copies from SANHS books and archives?**

Copies for private research purposes may be made from Society books and archives. There is a book-friendly photocopier available for self-service copies from modern printed volumes.

All other copying is carried out by Heritage Centre staff on your behalf. Ask a member of staff for a photocopy application form, complete and return it along with the item you would like copied, and your copies will be waiting for you on your departure. A current list of charges is available in the searchroom and on the South West Heritage Trust website.

## **Is there a charge to use the service?**

There is no charge to visit the Somerset Heritage Centre or to view any of the Society's collection. Should you wish to make copies, or take photographs, charges will apply. A current list of charges is available in the searchroom and on the South West Heritage Trust website.

## **Is there somewhere available to study the books and archives?**

There is a public searchroom available at the Somerset Heritage Centre with facilities for researchers. This includes access to catalogues, indexes and online access via the People's Network. There is also Wi-Fi availability.

A smaller Research Room in Building 2 houses the Society's collection of archaeological periodicals. Members of the Society may request to use this room for study of the archaeological periodicals, if it is available.

## **How can I access the collection without visiting the Heritage Centre?**

We are happy to accept enquiries from members of the Society unable to visit in person. Please send your enquiry to the Somerset Heritage Centre, Brunel Way, Norton Fitzwarren, Taunton, TA2 6SF, or to [somersetarchives@swheritage.org.uk](mailto:somersetarchives@swheritage.org.uk)

## **How can I reproduce an item from the Society's collection in my publication?**

The Society is happy to consider requests to publish images of items from its collections. Requests should be made in writing to the Somerset Heritage Centre, and you will be notified of the decision of the Society and of any charges, conditions, and acknowledgements that may be required.

## **Who should I contact about the possibility of depositing my publication with the Society?**

If you would like the Society to consider buying your publication or receiving it as a donation, please put your request in writing to the Honorary Librarian, who can be contacted c/o the Heritage Centre.

Somerset Archives & Local Studies  
Somerset Heritage Centre  
Brunel Way  
Norton Fitzwarren  
Taunton  
Somerset  
TA2 6SF

Tel: 01823 278805 (enquiries)  
Tel: 01823 337600 (appointments)  
Email: [somersetarchives@swheritage.org.uk](mailto:somersetarchives@swheritage.org.uk)  
Website: [www.swheritage.org.uk/somerset-archives](http://www.swheritage.org.uk/somerset-archives)

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