Special Collections Advice to Readers

You will need a valid student, staff or library card to use Special Collections. Staff will give you a locker key and we would ask you to lock bag(s) and mobile phones away.

Please leave your coats and umbrellas on the coat-stand provided.

Please have the Call #, Author and Title ready for the material you want to consult. Please ask Special Collections staff if you need any help at all with locating material. Always keep a note of the Call #, Author and Title of the material you have requested.

Book request forms need to be completed for material not kept in the Reference Reading Room. Staff will advise you when the material will be ready for you.

Please note that photocopying & taking digital images is by request only & may not be possible. Please ask staff for advice and permission.

Please make sure to read our guidelines on handling Special Collections material.

Please show consideration towards other readers and keep noise to a minimum. If you need to consult with another read, please do so outside the Reference Reading Room.

Please note that the following items may not be taken into any of the Reading Rooms or the Microfilm Room:

- Bags, including handbags.
- Mobile phones, I-Pods etc. They should be kept in a locker.
- Pens, biros, corrective fluid, etc. Pencils only may be used.
- Please do not use paper clips, Tipex, post-it notes, sellotape, knives, scissors, rulers, glue, lighters or matches.
- Only acid-free strips of paper may be used to mark pages. Please ask staff if these are needed.
- No food or drink of any kind brought in or consumed, including bottled water, sweets, chewing gum.
- Hand-held scanners, digital cameras, etc.

Please note all Special Collections material cannot be removed from Special Collections.