Advice to Readers

A valid student, staff or library card is needed to use Special Collections & Archives.

To request Special Collections’ material a minimum of two business days’ notice is required.

To request Archival material a minimum of one week’s notice is required.

To request a workspace and items: complete the online Special Collections & Archives’ Appointment Request form. Go to the Library homepage to access the form.

Please wash your hands after entering UCC Library and before entering Special Collections & Archives.

When using Special Collections & Archives, staff will direct you to a locker. Please lock away bags and other personal possessions. Place coats and umbrellas on the coat-rails provided.

Before entering a reading room please sanitise your hands at the sanitising station opposite the lockers.

Please read our guidelines on handling Special Collections & Archives’ material.

The following are not permitted in any Special Collections & Archives rooms:

- Bags and handbags
- Pens, biros, corrective fluid. Pencils are provided.
- Metal paperclips, post-its, scissors, rulers, glue etc
- No food or drink of any type may be brought in or consumed. This includes bottled water, sweets, chewing gum etc.
- Hand-held scanners, digital cameras.

Scanning or taking digital image is by request only and may not be possible. Please ask staff for advice.

Phones on silent are permitted. Earphones may be used if no sound is audible.

Please ask for assistance if needed to locate material or use any machinery.