Special Collections: Advice to Readers

You will need a valid Student, Staff or Library card to use Special Collections.

Please have the Call Number, Author and Title ready for the material you want to request or consult. Please ask Special Collections staff if you need any help at all with locating material.

Book request forms need to be completed for material not kept in the Reference 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.

Staff will hand you the key for a locker, and we would ask you to lock bag(s) and mobile phones away.

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

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

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

- Bags, including handbags.
- Pens, biros, corrective fluid, etc. Pencils only may be used
- Paper clips, post-its, scissors, rulers, glue, etc.
- No food or drink of any kind brought in or consumed, including bottled water, sweets, chewing gum, etc.
- Hand-held scanners, digital cameras, etc.
  Please check with staff for permission before taking a digital image.

To request an item or enquire about availability contact the Special Collections Desk.
Email: specialcollections@ucc.ie  Tel: +353 21 4902282