Advice to Readers

A valid student, staff or library card is needed to use Special Collections & Archives. Visitors must collect a day pass from Library & IT Services Desk.

For Special Collections’ material: have the call number, author and title of the material you’d like to request or consult.

Request forms must be completed for items not kept in the Reference / Microform Rooms. Staff will advise when the items will be ready.

For Archival material: access is by appointment only. Request a booking a minimum of ONE week in advance.

When using Special Collections & Archives, staff will provide you with a locker key. Please lock away bags.

Place coats and umbrellas on the coat-rails provided.

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.