

Manuscripts and Special Collections

Reading Room Regulations

The Manuscripts and Special Collections section is responsible for unique manuscripts and archives and irreplaceable rare books. Please help us to safeguard these items and keep them available for future researchers to use. By signing the Reader Registration form, you agree to be bound by these Regulations.

# Registration

If you are visiting the section for the first time you will be asked to complete and sign this registration form agreeing to abide by these Reading Room Regulations. You must provide proof of identity and address. A valid University Card will be accepted as identification for current students and staff who must also complete these registration procedures.

You will be issued with a reader’s ticket which must be produced on all subsequent visits. It is valid for three years and on expiry you should complete a new registration form and will receive a new ticket.

Only registered readers may order manuscripts, archives, and rare books.

You do not need to be registered to use the East Midlands Room, but you will need a University Library card if you wish to borrow items from the East Midlands Collection. You must sign in each time you visit the Reading Room.

# Food & drink

To help protect our irreplaceable collections, you must not bring into the Reading Room any food or drink or any other items which might damage the documents or books. Bottled water only is permitted in the East Midlands Room.

# Requesting material

# To make the most of your time you are strongly encouraged to order material in advance, and to suggest a priority order if requesting multiple items. The first batch of material will be ready waiting for you on arrival.

Alternatively, you can order material in the Reading Room on document request slips. Items will be brought to you, and must be viewed in the Reading Room.

We aim to produce the first item within thirty minutes of the request slip being submitted, as long as the item is available and suitable for production. If a problem is encountered, staff will inform you of the delay.

Only items ordered before 4.15pm can be seen in the Reading Room on the same day.

Only three volumes or one bundle of documents will be issued at a time.

Bundles of loose documents will be weighed before they are issued and again on return.

You must initial the request slip to indicate that you have received the items. When material is returned, a part of the request slip will be given to you as a receipt.

All material must be returned 15 minutes prior to closing time, and you should allow time for the staff to check the material before leaving the Reading Room.

If you wish to leave material temporarily you should inform the Duty Officer, as otherwise it may be returned to the store.

# Care of material & security

To ensure the security of our collections and your possessions you must use the lockers provided to store all bags, laptop cases and coats.

To protect the collections, pencil only may be used.

Documents and books must not be marked, folded or leaned upon.

Documents and bound volumes should always be read with the supports or protection provided.

Loose items within bundles or files must not be removed from their sequence.

You should ensure that your hands are clean and dry before handling documents. You should use the gloves provided if requested to do so by staff.

# Reprographic services

A reprographic service is available. You must complete copyright declaration/request forms in the Reading Room. **Documents which are to be copied must not be removed from their sequence in a bundle or file.**

Photography with personal cameras is permitted with some materials from some collections but this might incur a charge. Please see staff before attempting to copy any material in the Reading Room using photographic or scanning technology of any kind, including mobile phones, video recorders or hand-held scanners.

A separate sheet with further information is available.

# Personal equipment

Mobile phones may not be used to make telephone calls in the Reading Room.

You are welcome to use your own computer, providing that this does not cause any noise disturbance. Wi-fi is available in the Reading Room. Please ask staff for guidance.

Use of audio equipment is not normally permitted.

A loanable laptop is available for the use of students and staff of the University.



 Manuscripts and Special Collections

 **Reader Registration**

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| --- |
| Mr/Mrs/Miss/Ms/Dr/Prof/Other: |
| Surname: |
| Forename(s): |
| Address: |
|  |
| Email: Tel. no.:  |
| Local address (if different from above): | Institution (e.g., University of Nottingham): |
|  | Department: |
|  | Module (if applicable): |
|  |
|  | Tutor (if applicable): |
|  |

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| --- |
| Please describe what you are researching: |
| Please name the collection(s) you intend to use: |  Manuscripts |  |
| Special Collections (printed) |  |

Please tick the category which best represents you/your research:

|  |  |  |  |
| --- | --- | --- | --- |
| Higher education academic |  | Private researcher, family historian, local historian |  |
| Undergraduate |  |
| Postgraduate |  | Teacher |  |
| Non-academic UoN staff member  |  | Commercial/professional researcher |  |

By signing you confirm you have read a copy of the Reading Room Regulations and agree to be bound by them.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_

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| --- |
| Please tick if you would like to receive information about the following: Our exhibitions & events |
| Our newsletter Change your preferences at any time by emailing mss-library@nottingham.ac.uk.  |

The information you provide will be processed and held in the University’s computer system and used for Manuscripts and Special Collections’ administration and any other legitimate University purpose. In doing so, the University will observe at all times the data protection principles embodied in the GDPR and Data Protection Act 2018. Your data will not be disclosed for other purposes without your consent.

**STAFF USE ONLY**

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| --- |
| *Internal:* UoN staff / student ID number: |
| *External:* ID seen (specify) Proof of address seen (specify) |
| Reg no.(tick if renewal) | User category | Staff initials | Added/updated on CALM |

MSC\F. Admin\F2. Forms\Registration form\Reader regulations and registration form 2021