

Special Collections

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The Special Collections area in the Mitchell Library Reading Room is a space reserved for the use of original material and rare books only. You will need a special collections Library card to access this material. No other material may be used in this area without the permission of the Special Collections librarian.

Requesting material

- Please present your special collections Library card when requesting material.
- Fill in a stack slip for each item you require. If you require a number of manuscript boxes or pictorial albums, fill in a stack slip for each box or album.
- Some material has conditions of use; some require permission to access. Please contact the Library before your visit.
- If the item you want is located in offsite storage, you may request a number of boxes/albums on one offsite request slip.

Issuing Special Collections material

- Material will generally be issued one box, folder or item at a time.
- If microfilm and digital copies of material are available, these will be issued in order to preserve the original.

Security of the collection

- Some original material will be weighed in your presence before it is issued to you. The weight will be recorded. You must return the material to the Special Collections Desk and wait while the material is weighed again and the weight recorded.
- The following material will be weighed: all manuscript material, albums and boxes of pictorial material, boxed printed material.
- Please sit facing staff at the Special Collections Desk.

Use of Special Collections material

- Only pencils may be used in the Special Collections area. Ink, pens and highlighters are not to be used.
- Do not make marks on documents or take notes on top of materials.
- Do not use post-it notes to mark pages. Please ask staff for acid-free paper markers to identify pages for copying.
- All documents must be kept flat when being examined. Staff can supply book rests or supports if needed.
- Keep material in the same order and in the same folder as it is issued.
- Material must not be removed from the Special Collections area.
- Material issued to you must not be used by another client.
- Material must be returned to staff at the Special Collections Desk after use.

Copying material

- If you would like copies of material, please speak to the librarian at the Special Collections Desk.

Use of digital cameras and tripods

- Please check with staff before using a digital camera. Some material may not be copied.
- Flash must not be used.
- Tripods may be used after checking with staff. Tripods must not be placed on or directly over an item.
- Hand-held scanners and flat-bed scanners are not permitted.