

University of Bristol
Special Collections
Rules

Welcome to Special Collections. Please take a moment to read these simple rules which are designed to safeguard the collections for the benefit of all.

You must present some form of identification, with your permanent address on it (such as a driving licence) on request. University of Bristol members will be asked to show their UCard. Students carrying out research may be asked to bring a letter of recommendation from their tutor. A copy of this will be kept. We will enter these details in our Visitor's Book.

Use order slips to order any material which you wish to consult. A slip should be used for each item.

Always use a pencil when consulting materials; and never mark a library book or manuscript in any way. Pencils are available for loan. Do not use 'post-it' notes.

Please ensure that you handle items with extreme care, and with clean hands.

Do not rest anything on items, bend back spines, or press hard to open materials. We have various book rests and weights available for use.

Tracing of materials is not allowed.

You will usually be issued with one box of materials at a time, to avoid inadvertent misfiling.

Please take great care to keep boxes of loose sheets in their original order.

If you use any item which is in poor condition, please let us know.

Items found to be in a state of extreme fragility will not be made available for use.

Items will be inspected on return to check their condition.

Please return materials to a member of staff, rather than leaving them on the table in the Reading Room.

Items cannot be removed from Special Collections.

Eating and drinking are strictly forbidden.

Bags and coats should not be placed on the table, but should be placed to the side of the Reading Room.

Please ask if you wish to use a computer.

Michael Richardson
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