

Senate House Library Special Collection Guides

Using Special Collections: A Practical Guide



Senate House Library

University of London Research Library Services
Senate House, Malet Street, London WC1E 7HU

www.shl.lon.ac.uk

Main tel. 020 7862 8500



University of London



USING SPECIAL COLLECTIONS

Special Collections comprise rare and early printed books, archives and manuscripts, historic printed maps and artefacts. These items are consulted in the Special Collections Reading Room in the Goldsmiths' Room on the fourth floor, south block, of Senate House Library.

Much printed material in Special Collections is recorded in the main catalogue, to which items are constantly added (<http://catalogue.urls.lon.ac.uk/search~S1>). Many books remain to be added to it, and if you do not find what you are looking for there you should try the online card catalogue (<http://cards.ull.ac.uk>).

To identify archival and manuscript material, please consult the ULRIS online archival and manuscripts catalogue (<http://archives.urls.lon.ac.uk/>). This contains records for recently-catalogued collections. There are typescript and manuscript finding aids for other collections. Staff in the Reading Room will give assistance.

The Library provides access to a growing number of electronic databases and other resources which complement access to the printed and manuscript holdings, some of these are based on our own holdings: *The Making of the Modern World*; *Victorian Popu-lar Culture*.

Full details of the collections in Special Collections are available on the Library's web pages at www.shl.lon.ac.uk/historic/homepage.shtml

SPECIAL COLLECTIONS OPENING HOURS

University term		University vacation	
Monday	09h30–20h45	Monday	09h30–16h45
Tuesday–Thursday	09h30–18h45	Tuesday–Thursday	09h30–16h45
Friday	09h30–18h15	Friday	09h30–16h45
Saturday	09h45–13h00 14h00–17h15	Saturday	09h45–13h00 14h00–17h15

CONSULTING SPECIAL COLLECTIONS

On arrival at the Special Collections Reading Room, please leave bags in the lockers provided and sign in at the enquiry desk. New archive readers are asked to complete a registration form providing brief details of research interests.

Special Collections books on the online catalogue can be requested online in advance. To do this, click the button 'Book this item' above the classmark on the catalogue record and follow the instructions. A maximum of five items can be booked at any one time.

Alternatively, you can request items by completing a Special Collections request form. Your order will be retrieved at the next fetching time, or at any subsequent time you specify. Archives, manuscripts and strong room material are consulted by appointment only, and a minimum of 24 hours' notice must be given.

You can also request material in advance of your visit by telephoning 020 7862 8470 or by emailing specialcollections@shl.lon.ac.uk with the following information:

- The author, title and date of the item
- The call mark, manuscript number, or file reference
- Your Senate House Library membership number
- Your full contact details

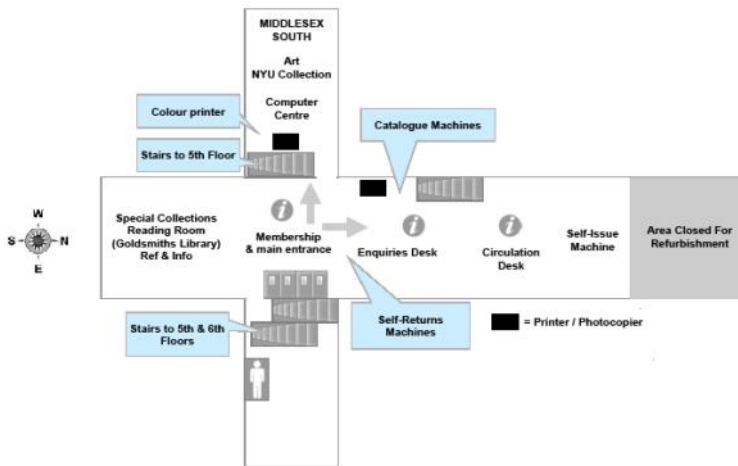
The regular fetching times are 10h00, 12h00, 14h30 and 16h00, Monday–Friday inclusive. Orders placed before 16h00 on Monday to Friday may be read the same day. There is no fetching service on Saturdays, Bank Holidays or University days.

All material is read under supervision in the Special Collections, where a security camera is also in operation. You are responsible for all materials issued to you for consultation until you return those materials to a member of Special Collections staff.

Certain precautions are applied to protect unique and often fragile documents as they must be handled carefully to ensure their future preservation. Please read books on the rests provided, using chains to minimise the need to touch the volumes, and consult archival and manuscript material in line with staff advice. Pencils only may be used. Laptops are welcome, unless keyboard noise proves a distraction to others. No eating, drinking or chewing gum is allowed and the use of mobile telephone, pagers and other communication devices is prohibited.

Photocopies can be obtained, and a digital scanning service is available, providing that the material is deemed fit for reproduction and subject to the prevailing intellectual property or other legislation. All photocopying and scanning is undertaken by Library staff, and no devices such as personal scanners, digital cameras or mobile telephones may be used.

4th Floor: Senate House, South Block



Collection location

The Special Collections Reading Room is located in the Goldsmiths' Room on the fourth floor, south block.

CONTACT DETAILS

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