

THE QUEEN'S COLLEGE LIBRARY

ACCESS POLICY FOR SPECIAL COLLECTIONS

Access to the Library's special collections is strictly monitored and by appointment in advance only.

Please contact the Library library@queens.ox.ac.uk or telephone 01865 279130, regarding requests to view material or for details on photography or microfilming.

1. Facilities for consulting the special collections are limited and all consultations must take place in the designated Historic Collections Reading Room.
2. All requests for appointments must be made as far in advance as possible.
3. On arrival at the Library all readers must show photographic ID to the Library Staff and leave all bags and coats outside the reading room.
4. Pencils only may be used in the reading room.
5. All readers will be required to complete and sign a registration form.
6. Readers may take photographs without a flash for their own research purposes but will be required to complete and sign a form agreeing to ask permission if they subsequently wish to use the images in any form of publication.

Access to the Special Collections for Members of the College

All members of the College are welcome to consult the special collections but access arrangements and reading room rules are the same as for external readers and appointments must be made in advance.