

ACCESS POLICY WITH EFFECT FROM MARCH 2017

THE QUEEN'S COLLEGE LIBRARY

Access policy for Special Collections

The collections are maintained for the benefit of mankind as a whole as part of the College's Charitable objectives and operate as a separate facility to the general library facilities available to College members. Access to the library's Special Collections is strictly monitored and by appointment in advance only. We welcome academics, students of all levels and independent researchers to consult our collections any time we are open.

Please contact the Librarian amanda.saville@queens.ox.ac.uk or telephone 01865 279213, 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. Only pencils 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.

Queen's College members, Fellows and staff

The standard University readers' card does not grant access to the Special Collections including manuscripts, archive material, rare books or music Special Collections. All members of the College are welcome to consult the Special Collections but access arrangements and reading room rules are exactly the same as for external readers and appointments must be made in advance with the Librarian.