

## Terms and Conditions

Regulations regarding use of The University of Manchester's Special Collections Reading Rooms and other sites can be found at: <http://www.library.manchester.ac.uk/about/regulations/>

### ***The Reading Room is open to all.***

If you are using our Special Collections please book in with us in advance and we will have everything ready for you when you arrive.

If you want to use the John Rylands Library Reading Room to study without using our special collections there is no need to book ahead, however, you may wish to call us to check on space availability before setting off. As Reading Room space is limited, in exceptional circumstances, we reserve the right to refuse entry to those who aren't using our Special Collections. *Note that due to space restrictions the Archive and Records Centre located in the Main University Library is only open to those using special collections*

### ***What can I take into the reading room?***

You can bring in your laptop, phone (on silent), camera, books, notepad and pencils.

We ask that you leave bags, coats and umbrellas in one of our lockers (we'll give you a key when you arrive).

Although we don't allow food or drinks in the reading room there are plenty of places to eat and drink nearby – including the café area on the ground floor of the Library.

### ***Can anyone use Special Collections material?***

Yes. Once you've registered with us you can order items from our special collections to view in the reading room. Our catalogue is available under Library Search on the university website. Please ask a member of staff for help ordering material.

All items are for use in the reading room only

We usually need 24 hours' notice to retrieve material.

If you haven't used special collections before one of the reading room staff will give you some tips on handling items. With the majority of material there is no need for gloves but clean hands (and no nail varnish) are essential.

You can take photographs of special collections material if you like – please ask staff for a photography form.

Once in the reading room please come to the desk to pick up and return material.

The reading room is a quiet study space and conversation should be kept to a minimum.

Access to the two doors into the reading room is managed by staff – just let us know if you would like to come in or out and we'll buzz you through

Finally please ask a member of staff if you need help or are unsure about anything – we are here to make your visit as useful and enjoyable as possible.