Newcastle University Library Special Collections
Reading Room Regulations

Special Collections material must be consulted in the invigilated Reading Room, located on level 1 of the Robinson Library. (Full members of the University Library may consult items from the following collections anywhere in the library but may not remove items from the building: Gertrude Bell Collection, 20th Century, 21st Century, Clarke Local, Clarke Medical, Clarke Miscellaneous, Merz, Ritchie and Ure.)

Observing a few rules and procedures in the Reading Room helps to keep our Special Collections intact, and allows staff to meet your needs effectively.

PLEASE:
Use the lockers provided for stowing coats, bags and other bulky items.

Switch off mobile ‘phones & keep noise to a minimum.

Sign the visitors’ sheet on entering and leaving and present some form of photographic identification.

Comply with any requests made by Special Collections staff.

Read the Document Handling Guidelines that are displayed at each reader place in the Reading Room.

Do not bring food, drink, pens or ink into the Reading Room.

Dr Melanie Wood (Special Collections and Archives Librarian), June 2012