

Date:

Dear Librarian

I write to request that you allow access to books from the Special Collection to the following student, who needs to use them as part of the course he/she is following:

Student Name:	
Student Number:	

The books concerned are:

The book/s will be required on date:	Time:

I have drawn the student's attention to the Guidelines on rare and antiquarian books at Bath Spa University on the reverse of this letter.

Yours faithfully

Rare and antiquarian books at Bath Spa University Library

Please read these guidelines and condition of loan. When signing to borrow a rare book, you are signing that you have understood and will accept them.

Bath Spa University Library is fortunate enough to have a small collection of 'rare books'. Most of these were acquired by Bath Academy of Art between 1950 and 1980 and are held as part of a "Special Collection" in Store at Somerset Place. The Special Collection also contains more recent publications of interest to Bath School of Art and Design. The rare books that are most likely to be of use to staff and students at Newton Park are held in Store at Newton Park.

By 'rare and antiquarian books', we mean books that are either over 150 years old or are of particularly rarity. Some of these books are held in Newton Park; the remainder at Somerset Place. Students and staff may consult these books, but in order to preserve these books for future generations, readers must abide by the following guidelines.

Ordering and issuing

- Rare books can only be ordered **half-a-day in advance**. To order a rare book, a reader first needs to present a letter of authorisation from a member of academic staff from Bath School of Art and Design, the School of Historical and Cultural Studies or the School of English and Creative Studies. With particularly valuable books, the library reserves the right to restrict access unless a strong case for consultation can be made, or insist that a reader is supervised while consulting the book.
- Rare books may **not** be taken out of the library and they **must** be returned before the issue desk closes.
- When borrowing rare books students and staff need to present their Library cards.

Cataloguing

- All books in the Special Collection are listed on the BSU catalogue. We are in the process of adding a note in the catalogue record indicating that the book is part of the Special Collection.
- If you click on the Item Information tag under Loan Type, you should see BSPA-SPEC. This is not always the case and we are in the process of gradually correcting these records. Similarly, records for Special Collection Books sometimes give as location "Main Shelves". These, too, are gradually being corrected to read "Store".

Reading

- The book should be opened slowly, taking care not to put too much stress on its spine — **never** open it flat and **never** photocopy or scan it!
- The book may only be read using the provided book rests, weighted 'snakes' and gloves; if any reader is unsure how best to use these, library staff will be pleased to advise
- Do not read or leave the book in direct sunlight
- Keep food and any liquids away from the book
- Make sure your hands are clean
- Do not mark the book in any way. Never write on it.
- When working near a rare book use a **pencil** at all times: pens, paints, correcting fluid etc may not be used
- Avoid touching the surface of the printed ink on the pages whenever possible; to follow a line in a book, please use a clean slip of paper.
- Do not place book face down on the desk
- Always keep the book closed when you're not looking at it; use a paper bookmark if you want to keep your place
- Do not place anything on an open book or take notes on top of a book, open or closed
- If you are unsure about any aspect of these guidelines, please consult a member of library staff