

Special Collections - Rare books request form

Please 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 are:

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

I have drawn the student's attention to the guidelines on using books on the reverse of this form.

Name:

Signature:

Date:

Special Collections 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 accept them.

Our Special Collections contain books and other items considered too rare, valuable, old or delicate to go on the open shelves, or of other special interest to the staff and students of Bath Spa University.

Some of the books in our Special Collections are either over 150 years old or are of particularly rarity. Examples are held at both Newton Park and Sion Hill. Students and staff may consult these books, but in order to preserve them for future generations, they must agree to follow these guidelines.

Requesting and issuing

- Rare books should be requested half-a-day in advance. To request a rare book, a student will need to present a request form signed by their tutor. With particularly valuable books, the library reserves the right to restrict access unless a strong case for consultation can be made, or supervise the use of the book.
- Rare books may not be taken out of the library by students.
- Academic staff can take rare books out for teaching, by arrangement with their Subject Librarian.
- Books must be returned before the Library reception 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.
- They will show a 'Loan Type' and 'Location' of Special Collection.

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 must be read in view of the Library reception desk. They cannot be taken into the main book hall or the computer rooms.
- The book may only be read using the provided book rests and weighted 'snakes'; if you are unsure how best to use these, library reception staff will be pleased to advise.
- Do not read or leave the book in direct sunlight.
- Keep food and 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 the 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.