



Queen's University  
Belfast

# Special Collections

## *A Brief Guide*

### Introduction

Special Collections is located on the First Floor of The Library at Queen's (College Park), it provides access to the Library's rare books and manuscript collections, as well as more modern material relating to Ireland and Ulster in particular.

The books, pamphlets, journals, manuscripts, correspondence, photographs and maps held in Special Collections are considered to be of lasting research value. In order to ensure the preservation of our material readers should note the following restrictions:

- **Special Collections items may not be borrowed**
- **Photocopying of Special Collections material is restricted and permission to copy is granted at the discretion of the Senior Subject Librarian**
- **Consumption of food or drink in the Reading Room is not permitted**

### Who may use Special Collections

Special Collections is open to the academic and student community at Queen's as well as outside researchers. An appointment is not necessary to use the Henry/Hibernica collection. **Advance notice is necessary if manuscript, archive or early printed materials are to be consulted.** It may be useful to contact the Humanities and Special Collections Enquiry Desk in advance if you require assistance.

Visitors should register at the Library Reception and a further registration will be required at Special Collections. **Please note that you will need photographic ID and evidence of your address (if this is not incorporated in the photographic ID).**

### Opening Hours

**Term time:** 9:00 am to 9:30 pm Monday to Thursday

9:00 am to 8:00 pm Friday

10:00 am to 5.00 pm Saturday

12:00 pm to 5.00 pm Sunday

**Vacation:** 9:00 am to 8.00 pm Monday to Thursday

9:00 am to 5:00 pm Friday

10:00 am to 5.00 pm Saturday

### How to use Special Collections

On QCat items held in Special Collections can be identified by the location *College Park 1 (Special Collections)*. To consult an item in the Reading Room you should complete a Request Slip (pink if you are a cardholder at Queen's and white if you are a visitor). **It is important that you include full details of the item on this form, incomplete slips will cause delay.**

Guides to manuscripts and archives are available from the Humanities and Special Collections Enquiry Desk or at [www.qub.ac.uk/lib/](http://www.qub.ac.uk/lib/).



Information Services  
[www.qub.ac.uk/lib](http://www.qub.ac.uk/lib)

## General Guidelines

Readers must bring their library or visitor registration card.

Most requests will be dealt with immediately and materials will be brought to the Reading Room for consultation.

When a reader is finished consulting material it should be returned to the Humanities and Special Collections Enquiry Desk.

Material which will be required again may be held at the Humanities and Special Collections Enquiry Desk to facilitate quick access (please ask staff). The holding over of material is on a non-exclusive basis and it will be issued to anyone else who requires access to it.

Please note that if items are in high demand staff may impose restrictions on their use to ensure fair access.

## Special Collections Reading Room

A separate leaflet, *Reading Room Rules and Guidance*, is available at the Humanities and Special Collections Enquiry Desk. Reading Room users should ask for a copy, and be familiar with it when using the Reading Room.

Please note that ink may not be used in the Reading Room. Bags and other material must be stored in the lockers provided and not brought into the Reading Room.

## Photocopying

Permission to photocopy Special Collections material is granted at the discretion of the Senior Subject Librarian. Similarly, permission to use a digital camera in the Reading Room must be granted by the Senior Subject Librarian. **Users should not assume that permission to photocopy will automatically be granted.**

As a general rule, Manuscript material may not be copied. Requests for permission to publish from the manuscripts should be addressed to the University's Director of Information Services:

Director of Information Services  
The Library at Queen's  
10 College Park  
Belfast BT7 1LP

## How to cite Special Collections material

Please acknowledge your source in the following manner:

Name of Collection, Box Number, Folder Number, Special Collections, The Library, Queen's University, Belfast.

## Contact Details

Special Collections, The Library at Queen's, 10 College Park, Belfast BT7 1LP

Tel: +44 (0)28 9097 6333

E-mail: [specialcollections@qub.ac.uk](mailto:specialcollections@qub.ac.uk).

Web: [www.qub.ac.uk/lib/](http://www.qub.ac.uk/lib/)