

# Reader Registration & Access Conditions

## Brunel University Library Special Collections

Appointments to consult items in Special Collections must be made at least two working days in advance by e-mailing [special.collections@brunel.ac.uk](mailto:special.collections@brunel.ac.uk), indicating which collection(s) you wish to use. Appointments are only available between 9.30 and 5pm Monday – Wednesday and are subject to staff availability.

### Conditions of access

1. Access is by appointment only.
2. You will be asked to provide either your university ID (Brunel University students and staff) or two forms of identification (one of which should include your address, and at least one of which should include your photograph).
3. A maximum of three items may be consulted at any one time.
4. The code of conduct for Special Collections must be adhered to at all times. Please follow staff guidance on handling items.
5. No food or drink may be brought into Special Collections.
6. Loose papers within files or volumes should not be removed or rearranged.
7. Reprographics services are available at the Special Collection Librarian's discretion. A fee will be payable. Please ask for further information.
8. Users may take their own digital photographs, subject to the photography agreement form.
9. Reference must be made in any published work to the **Brunel University Special Collections**, quoting the title and/or reference number for the item(s) e.g. BG 1/4/2, BURN 1:141.
10. Readers are reminded that the onus for satisfying the legal requirements of the Copyright Acts rests with them. Should a reader wish to publish extracts from the documents s/he is responsible for ascertaining the ownership of the copyright and obtaining the necessary permission from the copyright owner.

**Please note that any abuse of the conditions of access for Special Collections could lead to privileges and access to the collections being withdrawn.**

### Data processing

We are collecting your personal data in order to maintain the security of our collections and to monitor their use. For more information please contact the Special Collections Librarian ([special.collections@brunel.ac.uk](mailto:special.collections@brunel.ac.uk)). Information regarding the University's Data Protection policy is available online: [www.brunel.ac.uk/about/administration/information-access/data-protection](http://www.brunel.ac.uk/about/administration/information-access/data-protection)

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## Brunel University Library Special Collections

Name	
School & ID number	(Brunel University members only)
Address (inc. postcode)	(Brunel University visitors)
Signature	
Date	

May we contact you in future about your research and use of our collections?

☐

Yes

☐

No

May we contact you about events and activities taking place in Special Collections?

☐

Yes

☐

No

You are able to opt out at any time by contacting [special.collections@brunel.ac.uk](mailto:special.collections@brunel.ac.uk)

ID seen (for staff to complete):

Photographic ID	Evidence of address