Archive and Special Collections Access Policy
February 2020

Remit
The Library’s Archive and Special Collections are located at Headingley Library. The service collects, describes and preserves material for future generations whilst seeking to promote knowledge of, and access to this rich heritage for educational, professional and research purposes.

The Leeds Beckett University Archive provides a repository for historical archives at the University and its predecessor colleges and other collections deemed to have significance to the University. Examples include the Beckett Park Library, the University Archive Project and Carnegie Historical Collections.

The Special Collections comprise several unique collections with thematic links in the fields of art and design, and social history. Examples include the West Yorkshire Society of Architects Library, Leisure Studies Association Collection, Leeds School of Architecture Collection, Leeds College of Art Collection, the Tom Pevsner Archive, and various internal university collections from the nineteenth and twentieth centuries. These collections are being actively developed through partnership with national and international cultural and professional bodies.

An Online Archive has been established and a programme of cataloguing and description of our collections is underway - http://archives.leedsbeckett.ac.uk/. Information about the Archive and heritage of the University is explored in our Archive Gateway - http://libguides.leedsbeckett.ac.uk/archives. And also our Archive Blog - https://www.leedsbeckett.ac.uk/blogs/archive-and-special-collections/.

Access to the Collections
Access to the Archive is by appointment only, preferred visiting times are:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>Wednesday</td>
<td>9:00 - 12:00</td>
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<tr>
<td>Thursday</td>
<td>9:00 - 16:30</td>
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<tr>
<td>Friday</td>
<td>9:00 - 16:30</td>
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Efforts will be made to accommodate requests outside these times but due to service requirements please contact the library before visiting as designated opening times may change. Requests for information about the University's holdings and appointment or access enquires can be made in person, in writing, by email or telephone.

Contact:
Keith Rowntree
Principal Information Assistant - Archives
JGG35 The Library
Headingley Campus
Leeds Beckett University
Leeds, LS6 3HF
Archives@leedsbeckett.co.uk
0113 812 3522
The Archive and Special Collections are open to all comers. All reasonable measures will be taken to provide access to resources to disabled users. Users are asked to sign their name, address and purpose of visit in the visitors book. Access to the resources will be supervised and may be withdrawn in the event of inappropriate behaviour. Photocopying and photography is at the discretion of supervising staff, taking into consideration physical condition of the material. All copying must be within copyright law. Every effort will be made to provide access to materials but fragile items or those being conserved or catalogued may be withheld at the discretion of staff.

Terms of Usage
In using the Archive and Special Collections users indicate their agreement to abide by the following rules:

- Treat items from the Archives and Special Collections with respect.
- Use solely of pencils. No pens, correction fluid or post-it type tags are to be used when consulting material.
- When using the Archive and Special Collections, visitors may store bags in a locker with a minimum of items taken into the reading area.
- Facilities for users’ own laptops may be available by prior arrangement.
- No direct tracing from Archives and Special Collection material will be permitted. Photography is at the discretion of staff.
- Consideration must be given to other users with noise kept to a minimum.
- No food or drink may be consumed when working with items from the Archive and Special Collections.

Recommended citation style for archival material

Leeds Beckett University Archive and Special Collections, Item, date, collection, reference number(s).

Examples:


Keith Rowntree
Archivist (Principal Information Assistant (Archives))

February 2020