THE UNIVERSITY OF MELBOURNE

Cultural Collections Reading Room
Information Sheet No.1

Guide to the Cultural Collections Reading Room

Our opening hours are:
Monday to Friday:
9.30am - 5.30pm
Wednesday
9.30am - 7.30pm

Please contact us on:

Special Collections:
Tel: 8344 5380
Fax: 9347 8627
http://www.lib.unimelb.edu.au/collections/special/

The University of Melbourne Archives:
Tel: 8344 6848
Fax: 9347 8627
http://www.lib.unimelb.edu.au/collections/archives/

Grainger Collection:
Tel: 8344 5270
Fax: 9347 8627
http://www.lib.unimelb.edu.au/collections/grainger/

The Cultural Collections Reading Room

The Cultural Collections Reading Room is an area with in the Baillieu Library that has been reserved for the use of material from the collections held by the University of Melbourne Archives, Special Collections and the Grainger Collection. Because much of this material is rare, fragile or very valuable, all items are held in closed or off-site storage and are brought to the Reading Room for use under supervision. The Cultural Collections Reading Room operates to make the items in these collections available under the best possible conditions, and to protect the collections for researchers now and in the future.

General Rules of the Reading Room

- The Cultural Collections Reading Room is for the exclusive use of people accessing martial from the University of Melbourne Archives, Special Collections and the Grainger Collection.
- Material must not be removed from the Reading Room.
- Power points are available for laptop computers and tape recorders.
- Please use pencils to take notes. Accidental pencil marks can be erased, ink and biro spills cannot.
- All books, bags (including laptop bags) briefcases, backpacks, umbrellas, etc. must be left in the lockers provided. Keys are available from the reference desk.
- Food and drink of any kind must not be consumed in the Reading Room.
- Please consider others and switch off your mobile phone while you are in the Reading Room.
- You will be asked to provide some current identification when being issued with requested material. This will be held at the Reading Room desk while you use the material.
- Staff may refuse permission to use items if they are considered too fragile too handle.

Archival Requests

- Requests for material must be placed by 4.00pm for delivery by 12.00pm the next day. Requests placed after 4.00pm will not be processed until the following morning.
- Requests can be made in person, or by telephone, fax or emailed to archives@archives.unimelb.edu.au
- A maximum of ten archive boxes can be delivered from storage at any one time.
- You are asked to complete an Archive Access Form at the beginning of each year, or when you commence a new project.
- Access to some archival collections is restricted and permission from the originator of the records must be obtained before the material can be issued. Please ask staff for further information.

Special Collections Requests

- All Special Collections material must be pre-ordered for delivery to the Cultural Collections Reading Room at the following times:
    - 10.00am
    - 12.00pm
    - 2.00pm
    - 4.00pm
    - 6.00pm (Wednesdays only)
- Requests for material will be accepted up to thirty minutes prior to delivery time. Any material requested after 4.00pm (6.00pm on Wednesdays) will not be available for consultation until the following day.
- This applies to most material held in Special Collections, except:
    - Material from the Rare Books collection requires twenty-four hours notice for retrieval
    - Theses with the status UNIM AT CARM require 3-4 working days for retrieval
- Requests can be made by telephoning (03) 8344 5380 or email special-collections@unimelb.edu.au.

Grainger Museum Requests

- Requests for books from the Grainger library can be delivered to the Reading Room within ten minutes.
- 24 hours notice is required to access archival and other material. Staff will advise if a longer retrieval period is needed for more complex enquires.
- Requests can be made by telephoning (03) 8344 5270 or email grainger@uimelb.edu.au.

Use and Handling of Material

- Please ensure that unbound material remains in the order in which it was issued to you.
- Please exercise care in handling rare and fragile items and not mark any item. Book supports, page weights and cotton gloves are available.
- Audio-visual material can be used by special arrangement in the Music Library, located on the 3rd floor in the Baillieu Library. Please ask staff for details.

Copying

- A same-day copying service is not available. All requests for copying are processed through the Reading Room and can take approximately one week to complete
- Prepayment is required. Please ask staff for details of charges.
- Cash is not accepted by the library. Preferred methods of payment include:
    - Library copy card
    - Credit card (Visa, Bankcard, MasterCard only)
    - Cheque or money order (both made payable to The University of Melbourne)
- Photography and digital scanning of items can be arranged on request. Please ask staff for details.
- For conservation reasons, copying of fragile items may be refused.