

Local protocol: Circulation of rare books and special collections

Purpose

This local protocol provides guidance on how rare books and special materials will be circulated; it covers requesting, retrieval, use (which includes exhibition), copying, and the management of circulation of rare books and special collections.

Definitions

Rare books and special collections are items with 'Rare' in the location name or code in ALMA.

Guideline

ANU Staff and Students / SIS internal use in the Noel Butlin archives reading room in the Menzies branch

- All requests for access are to be made via the online request form from the ANU Library catalogue.
- All retrievals will be undertaken by the Circulation team. Staff are not to retrieve items for their personal use.
- Access conditions must be accepted and agreed (see Appendix 1).
- Rare books and special collections are to be used only in the Noel Butlin archives and are not to be taken out of the reading room.

General Public

- Access conditions must be accepted and agreed. Appropriate ID must be sighted and copied.
- All other conditions as above.

Approved external use – for material to be used outside of Noel Butlin archives reading room

- This applies to all use that requires items to be used in any other manner than that described above; it includes formal loan arrangements for exhibitions, digitisation, ANU exhibitions and external exhibitions.

- Approval for material to be used outside of the Noel Butlin Archives requires prior written approval from Associate Director Library Services.
- All requests to be emailed to Menzies.circulation@anu.edu.au, The Menzies Circulation team will send out an external use request form. This will include a section for bibliographic or collection information.
- Approval for external loan to be provided to Menzies Circulation on the external request form or via email confirmation, ccing menzies.circulation@anu.edu.au and Information Access & Collection Management Coordinator. This will be recorded in ERMS by the Circulation team
<https://erms.anu.edu.au/wcc/faces/wccmain?fFolderGUID=695CCAD20FA8E2CA652630C0FCE680C7>.
- Items will be retrieved by Circulation team to be checked out in the ALMA Reading Room
- Condition of material will be reviewed and recorded by Circulation team, or Information Access & Collection Management Coordinator and Senior Manager – Client Services.
- Confirmation of completed loan and return to be sent to requestor, Information Access & Collection Management Coordinator, and Associate Director, Library services via email then recorded in ERMS.

Restrictions

1. All items that have a publication date prior to 1800 are not to be circulated outside the Rare Book room without the express permission of the University Librarian. Access arrangements are to be made with the Information Access and Collection Management Coordinator and approved by the Associate Director, Library Services.
2. Alternative arrangements for ongoing digital access may be considered.

Locations

- Access to this material is to be in the Noel Butlin Archives Monday to Friday 10am - 3.30pm, unless otherwise approved by the University Librarian and/or Associate Director, Library Services.
- Materials retrieved for use, and not in use, will be securely stored at the Menzies information desk.
- Materials approved for use beyond the Noel Butlin Archives must be kept in secure storage.

Handling

- Material to be used in the Noel Butlin Archives and not taken out of the Menzies Library building without approval of the Associate Director, Library services or the University Librarian.
- Pencils must be used when taking notes from a rare book or special collection item.

Copying

- Some materials may not be copied if there is a risk of physical damage to the item.
- Some materials may not be available due to the access conditions and /or physical condition of the material; in such cases the Information Access and Collection Management coordinator, and Senior Manager – Client Services or Associate Director, Library Services will discuss alternative arrangements.

Loan management

The User Services coordinator is responsible for a monthly review of all rare book loans including;

1. Reporting of statistics of use to Information Access & Collection Management Coordinator
2. Promptly refilling returned items.
3. Overdue emails sent to borrowers with a cc to the Information Access & Collection Management Coordinator, menzies.circulation@anu.edu.au and Associate Director, Library services.
4. Reports on any damaged items.

Related documents

- [ANU digitisation policy](#)
- [ANU digitisation procedure](#)
- [Library collection development policy](#)
- [Library gift procedure](#)
- [Local protocol: rare book and special collections approval for inclusion](#)
- [Local protocol: rare book and special collections criteria for inclusion](#)
- Local protocol: rare book and special collections processing and cataloguing

Review date

This document will be reviewed three years from the date of authorisation.

Authorisation

Date: 29/05/2024

A handwritten signature in black ink, appearing to read "Kevan Blessy", is written over a light grey dotted grid background.

University Librarian

Appendix 1 – Conditions of use

Rare books and special collections - Conditions of use

- Items must be used in the Noel Butlin Archives reading room and **may not be taken out of the Menzies Library building.**

- **Items are fragile and must be treated with care.**

If you wish to copy from a rare book please consult with the Information Desk.

Please ensure these items are not handled around potentially damaging equipment or substances, e.g. markers or coffee cups.

- **Items must not be left unattended.**

If you wish to leave the Library and have not finished with this material, please return it to the Information desk. It will be kept at the Desk and re-issued to you when you return.

- When you have finished with an item, please return it to a member of staff at the Information desk.

University Librarian

Date: