

## Special Collections Request

Requestor's name	
Barcode (or home institution for visitors)	
Item Title	
Class Number	
Collection	
Author	

<b>Library Services use only</b>			
Date received		Date required (at least 24h notice required)	
<b>Special Collections use only</b>			
Tick when item can be returned		Photocopying allowed?	Y/N
Gloves required?	Y/N	Supervision?	Y/N

Item issued to reader	
Date/time	Returned and checked

Special notes – handling, inserts or extras to be checked etc

**General notes on Special Collections:**

On completion of the first 2 parts of the form, please give it to the LJMU Archivist.

Items will be available from the Special Collections & American Studies Reading Room during standard opening hours.

No Special Collections items are loanable

Readers must comply with any special instructions regarding gloves etc

Staff please be sure to check the item in and out to the desk using the boxes above.