

## University Library Services

### Library Secure Collection – Library@DavidGoldman, Tom Cowie Campus

#### Access and borrowing to support academic teaching

University Library Services is keen to collaborate with academic staff to support and enhance student teaching, this may include temporary borrowing from the Library Secure Collection to add context and value to teaching sessions.

The Secure Collection consists of approx. 500 books, pamphlets and exhibition catalogues considered by University Library Services to be unique and rare. Subject coverage is varied but predominantly falls within Fine Art and Photography. The collection is secured in locked glass cabinets in [Library@DavidGoldman on St Peter's Campus](#).

To search the collection please link to [Library Collections](#)

#### Viewing

- You are welcome to consult an item from this collection during [Library help desk opening hours](#). Please speak to a member of library staff at one of the Library help points who will arrange retrieve of the item for you. The library will retain your campus card while you use the item.
- When you're finished speak to a member of library staff who will return the item to the collection and return your campus card to you. If a member of library staff is not available at the Library@DavidGoldman help point please contact us via [LibraryTalk](#) and a member of staff will come and help you.
- **Please note** - items may not be taken out of Library@DavidGoldman unless borrowing has been pre-arranged.

#### Borrowing

Borrowing requests are considered case by case and only if the item is to be used to support teaching. The Library reserves the right to refuse borrowing on the grounds of item rarity and condition.

- To borrow an item please complete and submit the online request form <https://forms.office.com/e/phuxfa13dh> This form should be submitted at least 2 weeks prior to the item being required to allow time for library staff to check borrowing suitability.
- On the form you have the option to select your preferred site for collection and Library staff can arrange this for you, however, you must make this clear at the time of requesting.
- An item will be issued for one day and should be collected at your chosen library site.
- The member of staff borrowing the item is responsible for its return to the library helpdesk from where it was collected during staff hours.

**While an item is on loan, security and use is the sole responsibility of the person who has borrowed it and it must be used within a teaching space on the University Campus. Under no circumstances should an item be taken off campus.**

#### Items not suitable for Borrowing

- If an item is not suitable for loan, due to rarity or condition, it may be possible, within copyright regulations, for the Library to provide a digital scanned image of selected pages, a chapter or a photographic image. Confirmation will be provided following a review of the requested item. Please let us know on the form if this might be a suitable alternative for you

#### Secure Collection Borrowing