



The Gamble
Library

Special Collections Access Policy

Gamble Library

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Special Collections Access Policy

Gamble Library

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The Gamble Library

Introduction

The Gamble Library of Union Theological College has a number of special collections which are extremely valuable to those researching Presbyterianism in Ireland, theology, as well as historical and political topics. These include: the rare books collection, Magee and Assembly's Colleges Pamphlet Collections, Presbyterian Mission Archive, the Fleming Stevenson Collection, other archival material linked to the College and its former Professors and older, rare journals.

Purpose

To specify:

- Where to obtain information about our Special Collections holdings
- How to make enquiries concerning our Special Collections
- The conditions and procedures around accessing the Gamble Library's Special Collections
- Restrictions on access and why these might be necessary
- Guidance on handling special collections items
- Obtaining photographs of special collections items
- The exhibiting of special collection materials in the library and online, including on social media
- Outreach, engagement, and working with other institutions.

Finding aids

Records of our special collections holdings may be found in the following places:

Rare books are listed on the [Universal Short Title Catalogue](#). (They are usually also available on the British Library's English Short Title Catalogue but this is currently down due to a cyberattack which took place in October 2023). Some can also be found on the [library's online catalogue](#). Rare books have these prefixes: RBR, HBK, HBL, HBX.

Pamphlets can be found on the [library's online catalogue](#). Inventories of the Magee and Assembly's Colleges pamphlets are available in the library. Some can also be found on the [library's online catalogue](#). Pamphlets have the shelfmarks: PAMP, RPA, RPM, RPT and PAM.

Inventories of the Presbyterian Mission Archive, (which includes the archive of several former Professors), the Fleming Stevenson Collection, and College photographs are available in the library.

Many Special Collections items are not yet catalogued. It is an ongoing project to organise them and make details of them publicly available. Finding aids may change as a result. Contact library staff for up-to-date details.

Making enquiries

To make enquiries about our Special Collections holdings or to make an appointment to see specific items please contact the library by email, phone (librarian@union.ac.uk or 02890205093) or in-person. The Librarian will normally aim to reply to email and phone enquiries within three working days. Please be aware library staff do not have the capacity to carry out in-depth and time-consuming research on behalf of service users.

Consulting items

Union College staff, students, library members, external researchers and the general public may be permitted to consult our special collections. If you wish to consult items from the special collections you must contact library staff at least a full working day prior to the time you wish to visit to consult them so that they can get them out of storage prior to your arrival. At certain times it may not be possible to satisfy a request. For health and safety reasons all external visitors to the College must sign the visitors' book at reception. Special



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collections items may only be consulted in the central area of reading room one during our public opening hours: 08:30-16:30, Monday to Friday.

The 'Gamble Library Special Collections Usage Form,' which will be shared by library staff, must be read, completed and signed by the individual consulting items to show they agree to abide by the handling guidelines given. (Appendix 1). If individuals wish to consult items from the Presbyterian Mission Archive containing personal data the 'Application to consult personal data held in the Presbyterian Mission Archive and/or the Gamble Library's Special Collections' must be completed. (Appendix 2).

Library staff reserve the right to withdraw services and exclude visitors from the reading room if they do not abide by the guidelines given.

Library staff monitor visitor numbers and items consulted in the 'Special collection usage records' spreadsheet.

Restrictions on access

In certain cases access to original documents may be restricted as:

- Items are too fragile and vulnerable. Library staff may be able to provide photographs of these items as surrogates for the original
- There is an embargo on the items as they contain sensitive or personal information. In this case you must write to Faculty for permission to consult them providing details of your research. Ask library staff for more details
- Items, especially archival material, which are not catalogued. These may be made available at the Librarian's discretion.

Guidance on handling special collections items

When you are consulting special collections items you must:

- Ensure your hands are clean before handling items
- Use pencil and paper, or a laptop for taking notes. Pens, markers, scissors, erasers, correcting fluid or post-it notes are not permitted
- Handle all documents with care and do not mark books or documents in any way
- Use the book supports and chain weights provided. Place weights on areas without any script or illustrations. Turn pages using bare edges
- Keep loose items in the correct order and box
- Ask library staff for nitrile gloves if you are handling photographs
- Where present cotton tapes around books and folders should be re-tied by library staff after use
- Put foldouts back carefully without making new creases
- Report any damage you discover
- Uncut book pages should be brought to the attention of library staff
- Use acid-free bookmarkers to mark places – ask library staff for these.

While consulting special collections items you must not:

- Have food or drink of any kind
- Have more than five special collections items at any one time
- Leave books propped open, lying face down, fold page corners or mark books
- Place items on the floor
- Take photographs with a flash or use a handheld scanner
- Stack more than three books on top of each other on the desk
- Write or lean on top of special collection items
- Take any special collection items out of reading room one.



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Obtaining photographs of special collection items

Users are permitted to use cameras, including camera phones, to capture images of documents for research purposes as long as a flash is not used. The use of handheld scanners and photocopiers is not permitted.

Exhibitions of special collection items: in the Gamble Library and online

The Librarian is responsible for creating physical exhibitions in the Gamble Library which often incorporate items from our special collections. Items are stored in high quality, secure exhibition cases in the centre of reading room one. CCTV cameras operate in numerous areas in the College to enhance security.

Online exhibitions are created by the Librarian using Microsoft Sway. These are shared through the College website and by email. Both physical and online exhibitions provide a good insight into our holdings and physical exhibitions are usually changed every 4-6 months. Members of the public should not take photographs of items without permission.

Outreach and working with other institutions

We welcome opportunities to promote our special collections at events and exhibitions, including through the media, and partnerships with other institutions. We are open to exploring the lending of our special collection items to other institutions. The terms of loan would be carefully defined and borrowers would have to meet all the costs associated with the loan. Please contact the Librarian concerning opportunities to promote the Gamble Library's collections and if the borrowing of special collection items is of interest to your institution.

Review

The Gamble Library Special Collections Access Policy once approved will be reviewed in consultation with Faculty.



Gamble Library Special Collections Usage Form

Surname:		
Forename:		
Title:	Circle: UG PG Staff Library member Visitor	
Email address:		
Address:		
Telephone no.:		
Purpose of research:	Family/ Local/ Church/ Academic/Other	
If 'Other' please provide specific details:		
Date(s) of proposed visit:		
Please describe your research:	Briefly describe the study, its title, aims, objectives, research plan, institution you are affiliated with (if applicable) and anything else of relevance.	
Item detail		Shelfmark:
Title:		
Location:		Author:
I agree to abide by the 'Gamble Library Special Collections and Handling Guidelines' (overleaf):		
Signed: _____ Date: _____		
<p><u>Please note</u> that should you wish to publish material (in print and online, including on social media) held in the Gamble Library's special collections you must request permission in writing and provide details regarding the extent and nature of what you intend to publish and acknowledge as determined by the Gamble Library of Union Theological College. Please contact the Gamble Library for the wording of an acknowledgement.</p>		



A data protection form may need completed if you are consulting items held in the Presbyterian Mission Archive. Library staff will provide this.

The Gamble Library Special Collections and Handling Guidelines

When you arrive in the College and Gamble Library you must:

- Sign in at Reception then report to library staff in the Gamble Library
- Complete a Gamble Library Special Collections Usage Form and agree to abide by these rules
- Switch mobile phones to silent while in the Gamble Library
- Do not use mobile phones or other devices for conversations or video conferencing while in the Gamble Library.

When you are using special collections you must:

- Ensure hands are clean before handling materials
- Use pencil and paper, or a laptop for taking notes. Pens, markers, scissors, erasers, correcting fluid or post-it notes are not permitted
- Handle all items with care and do not mark books or documents in any way
- Use the book supports and chain weights provided. Place weights on areas without any script or illustrations. Turn pages using bare edges
- Keep loose items in the correct order and box
- Ask library staff for nitrile gloves if you are handling photographs
- Seek permission to take photographs. N.B. Use of flash photography is not permitted, nor is the use of handheld scanners.
- Where present cotton tapes around books and folders should be re-tied by library staff after use
- Put foldouts back carefully without making new creases
- Report any damage you discover
- Uncut book pages should be brought to the attention of library staff
- Use acid-free bookmarkers to mark places – ask library staff for these
- Library users should show consideration to others by speaking quietly and keeping conversations to a minimum
- At all times follow the direction of library staff.

While consulting special collections you must not:

- Have any pens, markers, scissors, erasers, correcting fluid or post-it notes near special collection items
- Have food or drink of any kind
- Have more than five special collections at any one time
- Leave books propped open, lying face down, fold page corners or mark books
- Place items on the floor
- Stack more than three books on the desk
- Write or lean on top of special collection items
- Take any special collections out of reading room one.

The College and Gamble Library operates a no-alcohol and no-smoking policy.



Appendix 2

Application to Consult Personal Data Held in the Presbyterian Mission Archive and/or the Gamble Library's Special Collections

I hereby request to consult records held by the Gamble Library of Union Theological College under the Data Protection Act 2018.

I am aware that these records may contain personal data relating to individuals and I agree to abide by all the statutory obligations laid out in the Data Protection Act (1998).

In requesting access to the records, I also agree to adhere to the following conditions:

1. I confirm that the reason for access is for research purposes only, namely historical or statistical research.
2. I agree not to use the data in such a way that substantial damage or distress is, or is likely to be, caused to any living individual or institution.
3. As a researcher I am responsible for any personal data concerning living individuals that I may collate in the form of note taking or copies of records which I may obtain. In holding this information I am responsible for my compliance with the Data Protection Act (2018 and 1998) to ensure that all personal data which I have gained is used only for the purposes already stipulated,
4. I agree that failure to abide by these terms may lead to the withdrawal of permission to consult Gamble Library special collections.¹
5. If I use the personal data which I have accessed in the Gamble Library, Union Theological College, for any purposes other than historical and statistical research such as in the use of publications of journalistic, literary, or artistic material, or I process this personal data to support measures or decisions with respect to particular individuals without their consent, I may be guilty of an offence under Section 55 of the Data Protection Act (1998) and could be prosecuted.
6. For the purposes of consulting records which contain personal data relating to individuals I agree to the conditions stated above.

Name: _____

Signature: _____

Date: _____

¹ In certain circumstances the Information Commissioners Office may need to be notified of breaches of relevant Acts of the Data Protection Act (2018 and 1998)