

St Mark's National Memorial Library

Special Collections Policy

- The special collections including the Tippett Collection, the Bible Society Collection and the Rare Books Collection held at St Mark's library are closed to public access.
- Access to items from the collection is by appointment only.
- All items must be retrieved by library staff.
- Researchers may request access to the Finding Aid either print or electronically.
- Before coming to St Mark's, prospective researchers must identify themselves, their institution and field of research.
- On arrival at St Mark's, researchers must sign an agreement to abide by the rules for viewing.
- Items from the special collections may only be viewed under direct supervision by library staff.
- Gloves must be worn when viewing items from the collection.
- Pencils only must be used for note taking.
- No photocopying or photographing of items can be carried out without permission from library staff (this will depend of the condition of the item).
- No copies of items may be passed on to a third party without the permission of the library manager.
- Copyright law must be observed in St Mark's library.
- Culturally sensitive items may not be available for any form of copying.
- The Bible Society Collection agreement is to be adhered to regarding all access to their collection.
- The library manager reserves the right to exclude any person from viewing the special collections.