

Activities

- We work with academic colleagues to support group teaching and project work drawing on the collections, and with visiting groups who request introductory sessions. A teaching room is available at King's Meadow Campus. We can also advise University colleagues on resources available to support particular courses or research areas.
- We deliver a reprographics service for users of the collections, providing photocopies, photographs, microfilm or digital images as appropriate.
- We mount regular exhibitions from the collections at the Weston Gallery in the D.H. Lawrence Pavilion and give free lunchtime talks to support these exhibitions.



- We publish leaflets, finding aids, and other guides about our collections. Some are distributed freely, others are available for reference in the Reading Room, and, increasingly, the majority are on our website.
- We give advice about other institutions holding manuscripts and special collections, and about the research skills needed in using such materials.
- As an authorised place of deposit for selected public records and manorial documents, we work with national and regional archive bodies, and interested local groups and societies.
- We work with donors and depositors of material, and with people considering donating books or documents to us.



Location

Manuscripts and Special Collections is located at King's Meadow Campus, about 3 miles from the centre of Nottingham and 1 mile from the main University campus. Detailed instructions of how to find us are on our website: <http://www.nottingham.ac.uk/mss>

Directions

From M1 motorway:

Leave motorway at Junction 25 to join the A52 to Nottingham. Turn right at the Queens Medical Centre roundabout (about 5 miles from M1) following signs to Grantham. After going over the flyover get into the left hand lane marked A453 City Centre then turn left after the footbridge, signposted Lenton Lane Industrial Estate. Turn left at the T-junction and King's Meadow Campus is about a quarter of a mile on the right.

From Nottingham (approximately 3 miles):

There are regular Link 1 buses from the Victoria Centre, the Broadmarsh bus station or Nottingham train station. Alight at the Clifton Bridge North stop, then walk north along Lenton Lane via the subway. The Campus is about half a mile on the right. Nottingham City Transport's website provides timetables and information about other routes. There are taxi ranks throughout the City Centre and immediately adjacent to the main railway and bus stations. The journey to the campus takes about 15 minutes.

From the main University campus:

The University runs free Hopper bus services between its main Campuses. Timetables are available on the University website: <http://www.nottingham.ac.uk>

Access

Researchers must make an appointment in advance of their proposed visit to ensure that the material they wish to consult is available, and to assist the security and reception staff at King's Meadow Campus.

Access is allowed to all bona fide researchers at the discretion of the Keeper. The University reserves the right to refuse admission. Applicants must provide proof of identity and complete a registration form.

Facilities

Refreshments are available from a coffee bar in the King's Meadow Campus building.

Facilities for the disabled

Wheelchair access is provided to our Reading Room and the coffee bar. Special toilet facilities are also available. Advance notice of other special needs is advisable.

Manuscripts and Special Collections at The University of Nottingham



Background

The University has been collecting manuscripts and rare books since the early 1930s and now holds in excess of three million documents,

over 700 manuscript collections, and almost 40,000 printed volumes in its Special Collections.

Manuscripts and Special Collections opened in new premises at King's Meadow Campus in August 2006, having moved from its former location at the Hallward Library, University Park campus. Specialist staff at King's Meadow make the University's collections of manuscripts, archives and special printed book materials available to students, academic staff and external readers.



Staff offer advice and assistance in using the collections and answer enquiries about the holdings received in person, by post, telephone or e-mail. Extensive research for readers is not undertaken.





The Collections

Manuscript and Archive Collections:

Rich research resources lie in our manuscript collections. Holdings include:

- Historical records of major families and estates of the East Midlands, including the Earls Manvers, Viscounts Galway, Barons Middleton, and the Denison and Buchanan families. The collections include deeds, estate papers and correspondence. In October 2005 the Portland and Newcastle collections won recognition through The Museums, Libraries and Archives Council (MLA) Designation Scheme as being of outstanding national and international importance.
- Records of ecclesiastical bodies including the Archdeaconry of Nottingham and various non-conformist churches.
- Personal papers of political, diplomatic, literary, scientific and academic figures.
- Records of local businesses, individuals and institutions.
- Hospital records from the Nottingham area.
- Records of water authorities in the East Midlands area.
- Miscellaneous collections of local and ephemeral material.

D.H. Lawrence Collections: The University's extensive published and manuscript collections by or about Lawrence are of international significance.



Historical records of the University of Nottingham: Archives of the pre-1948 University College, Nottingham are supplemented by records of societies, photographs, and the private papers of alumni and staff.

Institute of German, Austrian and Swiss Affairs:

Archives and published collections built up by the former Institute (INGASA) of the University.

Special Collections

(Printed Books): Named separate collections are identified either by subject material (e.g. Briggs Collection of Educational Literature) or by provenance (e.g. Library of the Medico-Chirurgical Society). The main series includes the majority of University library holdings which were published before 1850.



East Midlands Collection:

A growing collection of published works relating to the East Midlands region, particularly to Nottinghamshire. Most of the books, pamphlets, periodicals, maps and other materials are on open access in the East

Midlands Room and can be borrowed by members of the University library.

Catalogues and Online Resources



Our website provides access to general guides to our holdings, and to the Manuscripts Online Catalogue. Collection level descriptions are now available for most of the collections. More

detailed item level descriptions and indexing can be seen for some manuscript collections including D.H. Lawrence, Newcastle, Portland, Archdeaconry, Buchanan and Denison (<http://www.nottingham.ac.uk/mss>).

Access to online versions of typescript catalogues for some other major manuscript collections are accessible through the Access to Archives website administered by The National Archives (<http://www.a2a.org.uk>). Typescript catalogues are also available in the East Midlands Room.



Catalogue records for most of the East Midlands Collection and for some of the Special Collections can be found in the main University library catalogue. Online access is also available to a digitised version of the card catalogues for Special Collections and East Midlands Collection material yet to be catalogued electronically.

New readers and researchers should seek advice to confirm which finding aids offer the most comprehensive descriptions. Staff may also know of other relevant material, sometimes in collections not yet fully catalogued.



Digitisation: Our website contains a growing number of online resources. There are topic-based pages aimed at assisting researchers using particular types of material, an e-learning site based on the diaries of the 4th Duke of Newcastle, online versions of some of our recent exhibitions, and digitised versions of documents and images from our collections.

Conservation

Manuscripts and Special Collections benefits from having a fully-equipped conservation workshop.



Conservation staff analyse the damage and repair the documents using a variety of methods including traditional hand-repair techniques and leaf-casting.

The finished documents can be handled by readers and are returned in specialist acid-free packaging for storage in environmentally controlled conditions, safe for the future.

Preventive work is equally important. Some heavily-used documents are presented to readers in microform or surrogate form, in order to prevent wear and tear on the originals. In some cases items requested by readers cannot be presented because of their poor physical condition.

Readers are given advice on handling material in the Reading Room, and are requested to use the supports provided. The Reading Room regulations relating to care and handling aim to involve all readers in preserving our unique collections.

