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1. How to get here

The hopper bus from the main University campus arrives at the entrance to King's Meadow Campus, and the visitor car park is a short walk away.

The following information is taken from the webpage at: http://www.nottingham.ac.uk/about/visitorinformation/mapsanddirections/kingsmeadowcampus.aspx

Directions to King's Meadow Campus

There is a road map showing the location of King’s Meadow campus on the Estate Office webpages of the University of Nottingham: http://www.nottingham.ac.uk/about/documents/kingsmeadowmap.pdf

By car

From the South
Take Junction 24 off the M1 and follow signs marked A453 Nottingham. Follow signs for A52 Derby and Nottingham onto Clifton Bridge which goes over the River Trent. Get into the centre lane on the bridge signposted Lenton Industrial Estate. Go down to the island, turning right signposted Park and Ride. Immediately after the island turn left into Lenton Lane. Follow the road to King’s Meadow Campus which is about half a mile on your right.

From the North
Take junction 26 off the M1 and follow signs marked A610 Nottingham. After passing the petrol station on your right get into the right hand lane and turn right at the lights signposted Ring Road, Derby A6514 (A52) and Queen’s Medical Centre. Go straight over the next island heading for Derby A52. Go straight on at the lights and at the next island signposted Grantham and Derby A52, M1. Stay on this dual carriageway heading towards Grantham A52, going under the underpass. Do not follow signs for the University of Nottingham. Keep straight on, Queen’s Medical Centre is on the left. 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 the East
Follow signs for Nottingham A52.
Turn left at the Gamston Island signposted East Midlands Airport and Queen’s Medical Centre.
Before the next island get into the left hand lane, following road markings A52 (west).
Take the third exit towards Beeston, Clifton and Wilford.
At the next island take the second exit marked M1, A52 Nottingham and Derby.
Follow signs for City Centre and Industrial Estate, as the road goes over the river get into the centre lane marked Lenton Industrial Estate.
Go down to the island, then turn right signposted Park and Ride. Immediately after this island turn left into Lenton Lane.
Follow the road and King’s Meadow Campus is about half a mile on your right.

From the West
Take junction 25 off the M1 turning left at the motorway island heading towards Nottingham A52. Follow signs for A52 Nottingham.
At the ring road turn right towards Grantham A52 going over the flyover.
Get into the left hand lane marked A453 City Centre and turn left after the footbridge into Lenton Lane, 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.

When you arrive
A free visitor’s car park is reached through a manned security gate. You will need to state that you are visiting Manuscripts and Special Collections.

By bus

From Nottingham (approximately 3 miles):

Nottingham City Transport service number 160 is the only direct service from Nottingham City Centre to the campus. It runs from Angel Row near the Market Square, via Nottingham train station to Lenton Lane between 6.50am and 8.30am only (at approximately half hour intervals). It returns between 4.09pm and 5.35pm only.

Alternatively, take Nottingham City Council’s Link 1 bus to Boots and Imperial Tobacco. These buses run from the Victoria Centre, the Broadmarsh Centre or Nottingham train station every 10 minutes during weekday office hours. Alight at the Clifton Bridge North stop. You need to pass underneath the dual carriageway via the adjacent subway. At the end of the subway, go up the steps to your right signposted ‘Lenton Lane Ind. Est. East’. Turn left into Lenton Lane, which turns sharply to the left and then to the right. Walk north along Lenton Lane for about half a mile. King’s Meadow Campus is on the right.

The Link 1 transport website has further details:

Nottingham City Transport’s website also provides timetables and information about other routes which pass near King’s Meadow Campus:
http://www.nctx.co.uk

From the main University campus:

The University runs free Hopper bus services between its main Campuses. Buses between University Park and King’s Meadow go at half-hourly intervals during weekday office hours. Buses take passengers into King’s Meadow Campus and drop them off outside Reception. Timetables are available on the University website:
http://www.nottingham.ac.uk/about/visitorinformation/busservices.aspx
By taxi

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. Taxi drivers may not recognise ‘King's Meadow Campus’ but they should know the location if you mention ‘Carlton Television Studios’ (the former occupants of the site).

On arrival at the campus, you will need to pass through a manned security gate and state that you are visiting Manuscripts and Special Collections.

By bicycle

The routes to King’s Meadow Campus from Nottingham City Centre and University Park are well served by cycle paths.

See Nottingham City Council's Cycling in Nottingham page

Cycle-racks are available at the King’s Meadow site.

On arrival at the campus, you will need to pass through a manned security gate and state that you are visiting Manuscripts and Special Collections.
2. When you arrive

If you need assistance, staff on the main King’s Meadow Reception desk will be happy to direct you. Receptionists are on hand to welcome visitors between 9:00 a.m. and 5:30 p.m., Monday to Friday.

To reach Manuscripts and Special Collections from the Reception area, go past the stairs and follow the corridor to your left.

You will pass the coffee bar on your left, and then the Widening Participation Unit and Active Communities offices on your right. Manuscripts and Special Collections is a little further down the corridor on your left.
3. Facilities

The coffee bar serves a variety of drinks and snacks throughout the day:

- Open Monday to Friday from 8.30 am to 5.00 pm
- Accessible for disabled users
- Wireless networks are available for use of laptops

The coffee bar is next door to Manuscripts and Special Collections. Leaving the coffee bar, turn left and continue down the corridor to return to the East Midlands Room.

Toilets are located inside the coffee bar. The nearest toilets for disabled visitors are located in the wing beyond the King's Meadow Reception area:

- From Manuscripts and Special Collections, go back along the corridor to the Reception area.
- Turn left and follow the wide corridor, passing a large garden on your left and a staircase on your right.
- Just beyond the stairs, turn right. The toilets are located on the left hand side of this corridor.
4. East Midlands Room: reception and registration

All visitors initially enter the East Midlands Room, which is also the main reception area. Staff are always on hand to welcome, register and assist visitors. All visitors are required to sign in.

The Reading Room is where restricted access material is consulted.

Visitors are advised to make an appointment in advance as this helps to make the best use of any visit. Staff can advise on catalogues which can be consulted online before a visit, prepare material, note any potential problems and arrange for colleagues to be available to provide further advice.

If you wish to use material from the Collections, you will be asked to register as a Reader. You will need to bring a proof of identity and will be asked to complete a Registration Form. A member of staff will be available to discuss your research needs and offer advice. Your Reader's Ticket should be brought on any subsequent visit.

What to bring:

- Proof of identity, if required for registration
- Reader's Ticket and University of Nottingham Library card, if you have them
- A pad of paper, notebook, etc
- A pencil (biros/pens must not be used in the Reading Room).
- Notes and references relating to your research
5. East Midlands Collection

The East Midlands Collection contains books, pamphlets, periodicals and other materials on the historic counties of Derbyshire, Leicestershire, Lincolnshire, Nottinghamshire and Rutland.

Most East Midlands Collection material is shelved in the East Midlands Room, on mobile shelving units. An online guide to the East Midlands Collection is available: http://www.nottingham.ac.uk/mss/collectionsindepth/eastmidlands_collection/eastmidlands_collection.aspx

In general, books are arranged by classification, based on the county divisions, but different sequences should be noted.

Standard size books for all counties are followed by oversize books, pamphlets and oversize pamphlets, and periodicals. Some unusually large volumes and pamphlets must be produced by a member of staff from a plan-file. Microforms, in classified order, complete the sequence.

Most of the East Midlands Collection book stock on the mobile racking in the East Midlands Room can be borrowed by members of the University of Nottingham library. The lending status of library books can be checked on the Library Catalogue (http://aleph.nottingham.ac.uk/ALEPH).

Books published before 1850, some later rarities, bound newspapers, the majority of maps and most University of Nottingham materials are shelved in a closed access store.

Such materials appear on the Library Catalogue as 'King's Meadow Campus East Midlands Special Collection'. They can only be consulted by registered readers in the Reading Room.
6. Reference facilities

Public access to computer terminals, catalogues and reference books is available in both the East Midlands Room and the Reading Room.

Computer terminals (PCs on plan) offer access to:

**Online library catalogue for printed books**  
(http://aleph.nottingham.ac.uk/ALEPH)  
East Midlands Collection books and most Special Collections material are listed on UNLOC.

**UNLECC electronic version of the card catalogue**  
(http://nottingham.dilib.info)  
Includes Special Collection material not yet available through UNLOC.

**Manuscripts Online Catalogue**  
(http://mssweb.nottingham.ac.uk/catalogue)  
Search for information about manuscript collections, including detailed descriptions for most major holdings

**Other manuscript catalogues**  
Some terminals also permit searching of national archive resources which hold our catalogues, such as A2A (Access to Archives), as well as websites of general relevance to historical research.

**Hard-copy catalogues**
For some manuscript collections, detailed lists are only found in hard-copy typescript catalogues. These are located on shelves in the East Midlands Room, arranged alphabetically by collection reference.

**Reference books**
A series of reference books is available to support use of the holdings. Titles which relate to particular collections (e.g. general resources for D.H. Lawrence studies) are usually housed in the Reading Room.

Other reference material is found in the East Midlands Room. This includes biographical dictionaries, chronologies, gazetteers and atlases, literary handbooks, books on palaeography, bibliographical reference books, and guides to using historical sources.
7. Reprographics

Copying of East Midlands Collection and reference material

A self-service, card-operated photocopier is available in the East Midlands Room. Cards can be purchased from staff.

Remember that all photocopying is subject to the Copyright Regulations. No restricted access material can be copied by users.

Copying of restricted access material

'Restricted access material' includes all manuscripts and publications produced on request for consultation.

Where possible, we will provide a copying service, either by photocopy, photographic print, microfilm printout or digital image.

Please consult our Reprographics Policy before placing an order:
http://www.nottingham.ac.uk/mss/reprographics

Certain categories cannot safely be copied. Staff in the Reading Room will be happy to give advice.
8. Reading Room

The Reading Room is where material from the reserved access collections (Manuscripts Collections, and Special Collections of printed books) is made available to registered Readers for consultation.

See the reading room regulations: http://www.nottingham.ac.uk/mss/ReadingRoom/Regulations.aspx

A Request Form must be filled in for each separate item required. Staff are happy to advise about the completion of details.

Completed slips should be handed to staff in either room. The last production of the day is 4.15pm. Readers can expect material to be produced within 20 minutes, though staff will advise of any circumstances that might cause a delay.

The number of manuscript items issued to a reader is normally restricted to ten, but will vary depending upon the collection and its physical condition.

For various reasons concerning terms of acquisition, physical condition or catalogue status it is possible that access to some material may be restricted. Some material may be issued in surrogate form to avoid wear and tear on the originals.

To prevent damage to the material being used, foam supports, cushions and weights are available. Readers should observe the regulations concerning care and handling. The Duty Officer will give advice on use of the supports and on good handling practice.

Readers wishing to use their own computers will be accommodated if possible (wireless connectivity is available).

The use of mobile phones, personal cameras (including digital cameras), video recorders or hand-held scanners is **not** permitted.
9. Bentinck Room

The Bentinck Room is available for classes and groups of visitors. It can accommodate 16 people and is equipped with a plasma screen and data points.

The room houses a bust of Lord William Bentinck, Governor General of India, whose papers form part of the Portland Collection.

Tutors or other people interested in arranging classes or group visits to Manuscripts and Special Collections should contact us to discuss their needs and enquire about arrangements.

Sessions involving the use of restricted access collections will usually require the presence of a member of staff from Manuscripts and Special Collections.