



Online booking requests for Special Collections

You can now use NUsearch to make online bookings to view Special Collection items in the Manuscripts and Special Collections Reading Room.

Our Special Collections contain over 80,000 rare and distinct books and printed items that can be used for learning and research. They are organised in named collections. Items cannot be loaned or requested for pickup at another library, but they can be consulted by anyone in the Reading Room at King's Meadow Campus.

Finding materials on NUsearch

Special Collections appear in NUsearch as either resource types **Book** or **Journal** in the **Manuscripts & Special Collections (KMC)** library. They will be part of a named collection and normally have a 9-hour loan period.

If you are interested in a particular collection you can search for materials within a collection using the Advanced search. You can also filter results using the **Collection** filter.

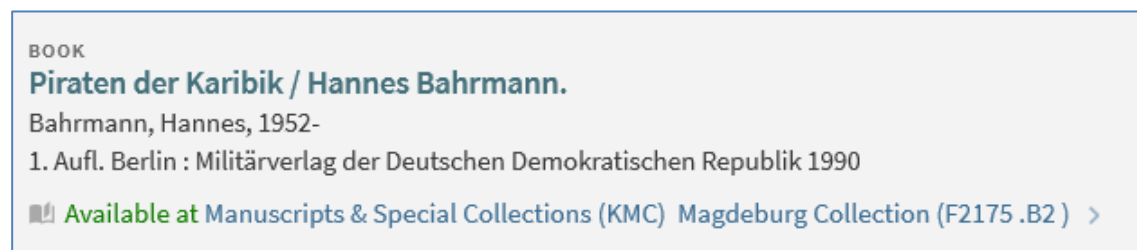


Image 11: A book available at Manuscripts & Special Collections (KMC) in the Magdeburg Collection

The East Midlands Collection is the only collection available on the open shelves. Booking is not necessary and items can be issued out and requested for pickup at other libraries.

Special Collections do not include Manuscripts and Archives, which are also searchable on NUsearch, but can't be booked through it as they are managed differently.

Booking essentials

- Bookings must be for the same day and be within the open hours of the Reading Room (Mon-Thur, 09:00-17:59 and Fri, 09:00-16:59).
- It is possible to make a booking for the same day, but it is best if you give at least 3 hours' notice.

- You can make bookings 6 months in advance.
- Your item will be waiting for you up to 3 hours before your booking time and can be consulted until the end of the day.
- On your first visit to Manuscripts and Special Collections, you will need to register as a reader. So remember to bring along your University Card as ID.

How to make a booking

Make sure you're signed into NUsearch first. Search for the item and open the full record.

In the **Find in Library** section you will see a **Request** option. Normally this is displayed above the copies available, but in the case of multivolume books, or journal issues it will be to the right of each copy so you can book the right volume.

Click on **Request** to open a booking form.

The pickup location will always be: MSC Reading Room Desk. Complete the start and end dates and times. Click **Request** to complete your booking.

Find in Library

Details of title you requested:

Pickup Location: * MSC Reading Room Desk

[Check availability](#)

Start Time: 02/04/2019 10:00 ×

End Time: 02/04/2019 14:00 ×
(must be same day, before 4:15pm)

Please tell us which vol/issue or copy you require* _____

CANCEL REQUEST

Image 12: Special Collections booking form showing pickup location and start/end time fields

If a journal is described with only general holdings there will be no request link. Instead, you can make a booking using the **Central Store/Special Collections journal request** option.

Find in Library

REQUEST OPTIONS: Central Store/Special Collections journal request

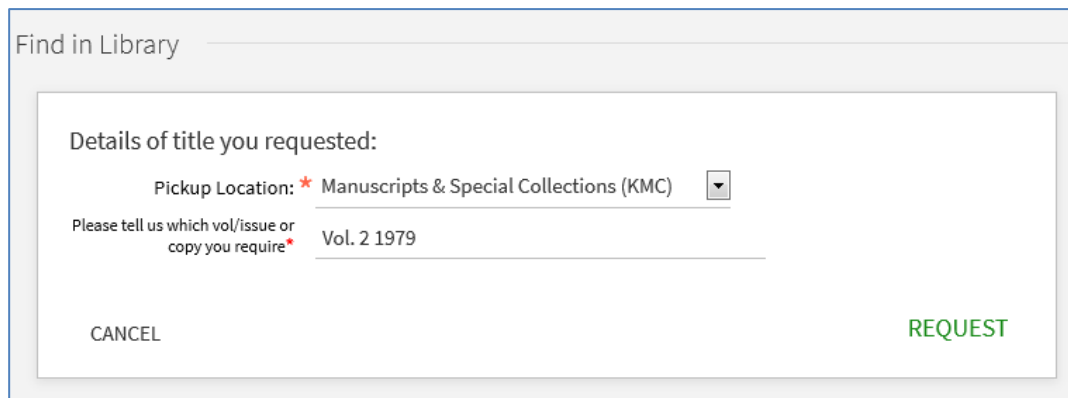
Manuscripts & Special Collections (KMC) University of Nottingham Collection Periodicals Not 5.G10

[Hide Details](#)

Vol. 1-64 1978-1984 (Not for loan)

Image 13: A special collection journal showing “Central Store/Special Collections journal request” link above holdings

This will open a different request form where you will need to pick the location (Manuscripts and Special Collections) and provide details of the volume/issue or copy you require.



Find in Library

Details of title you requested:

Pickup Location: * Manuscripts & Special Collections (KMC) ▼

Please tell us which vol/issue or copy you require* Vol. 2 1979

CANCEL REQUEST

Image 14: Request form after clicking “Central store/Special Collections journal request”

Staff will then contact you to check when you want to come and arrange the booking.

Further information

Visit: The [Printed Collections](http://www.nottingham.ac.uk/manuscriptsandspecialcollections) page on our website,
www.nottingham.ac.uk/manuscriptsandspecialcollections .

Call: 0115 9514565

Email: mss-library@nottingham.ac.uk