
Your Visit to Special Collections

Special Collections staff hope you will find your visit useful and enjoyable. This guide answers some of the questions that visitors ask us, and may help to make it easier for you to get the most from your day.

Please note that many of these matters are subject to change outside our control, particularly campus parking and food facilities.

HOW TO FIND US

Advice on finding the University, maps etc. <http://www.brad.ac.uk/contact-and-find-us/how-to-find-us/>

The Special Collections Reading Room is room 02.3 (basement floor) of the J.B. Priestley Library, located in the centre of main/city campus.

PUBLIC TRANSPORT

West Yorkshire metro <http://www.wymetro.com/>
Northern Rail <http://www.northernrail.org/>

Railway stations in Bradford:

- Bradford Interchange. Connections with the North-West and York.
- Bradford Forster Square. Wharfedale Line to Ilkley, Airedale Line to Skipton.

Both have frequent links from Leeds, which is a major rail interchange. There are some direct trains from London to Bradford.

The campus is a 15-20 minute uphill walk from either station. Turn uphill at the Alhambra and keep going up the Great Horton Road, past Bradford College.

The free Citybus calls at both stations and at the University. It stops on the opposite side of Great Horton Road from campus. CityBus web page:
<http://www.wymetro.com/BusTravel/FreeTownAndCityBuses/Bradford.htm>

There are taxi ranks at both stations. Taxis back should be pre-booked with the individual firms. Outside Richmond building is the best place for drop-off and pick-up.

TRAVEL BY CAR

University advice on car travel: <http://www.bradford.ac.uk/estates/car-parking/visitor-travel/>

Parking on campus is difficult. Visitors can use the first come first served visitors car park by Richmond Building, accessed through University entrance on Great Horton Road. A car parking permit must be obtained from the Richmond reception. There is no guarantee of a space. We advise that alternative methods of travel are used if possible.

If using satnav, note that our postcode will not bring you directly to the Library.

Disabled visitors with a Blue Badge may park in disabled bays on campus.

DISABLED ACCESS

Special Collections is fully accessible by lift and level floors. Our corridor and room access is quite narrow, so users of larger wheelchairs are best to contact us in advance so that we can book an alternative room for your visit. If you are unable to use stairs, please let us know, so that we can arrange an alternative if the public lift is out of order.

DURING YOUR VISIT

On arrival at the Library, please make yourself known to Welcome Desk staff, who will contact us.

To protect the rare or unique items in the Collections, please handle with care and follow the rules which will be explained to you when you arrive. We will also point out fire exits and toilets. Please note that no food or drink is allowed in the Reading Room, only pencils may be used and that in some cases we may ask you to wear gloves or use surrogates instead of originals. If a file is produced, please keep it in the order you received it.

Please keep personal belongings to a minimum as we have very little space for them. Bags should be kept off the table.

CAN I HAVE PHOTOCOPIES?

We offer a reprographic service, subject to condition and copyright. SC staff will advise. Please note that you will need to complete declaration forms and offer payment, and that it may not be possible to do your copying on the day of your visit.

CAN I BRING MY LAPTOP, CAMERA ETC.?

You are welcome to bring your own laptop, but please note that you should ensure its battery is fully charged.

You may use your own digital camera, providing your use of it does not disturb others or harm the collections. Any photographs taken must be compliant with copyright law and any other restrictions on material; you are personally responsible for any infringements.

Mobile phones and MP3 players or any other devices should not be used without the permission of the member of staff on duty in the reading room. We may allow this occasionally e.g. for you to book a taxi or make other quick arrangements.

FOOD FACILITIES

- Student Central, under the same roof as the Library
- Richmond Atrium
- Chesham Building.

Off campus, there are many shops and takeaways along Great Horton Road.

IF THINGS GO WRONG

Please don't visit us without an appointment, or make travel arrangements without contacting us: we are a small service and cannot guarantee that staff will be available to help you.

If you decide to cancel, please let us know so we are free to take other bookings. It is helpful if we can have a contact number in case of any problems on the day of your visit e.g. public transport problems or staff sickness.

Details of our complaints procedures can be found here:

<http://www.bradford.ac.uk/library/special/using.php>

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