

Special Collections



Level F

special.collections@soas.ac.uk
tel 020 7898 4180

Access to Special Collections

Archives, manuscripts, rare books and the SOAS theses collection can only be consulted in the Special Collections Reading Room (SCRR) on Level F in the Library. There is always a Supervisor on hand in the SCRR to give guidance to readers on accessing the collections.

You will need a valid Library or Archives ticket (available on application to the Membership Desk) to consult manuscripts and archives. Day Passes are not accepted in Special Collections.

Opening hours

Mon, Tue, Thu, Fri9am - 5pm

We are closed on Wednesdays

Ordering

Special Collections are kept in secure, environmentally controlled storage, which can only be accessed by staff. Readers can submit requisition slips for material they wish to see to SCRR staff, who will collect their orders at set times of the day (see below).

Readers can submit up to 3 requisition slips at any one time. Orders can be made in advance of a visit to the SCRR (by fax, telephone, post, e-mail or online), but only if the reader provides precise reference details at least one working day in advance.

Collection times

10.00am, 11.15am, 2.00pm, 4.00pm

Reprographics

There is no photocopying service for archives, manuscripts or rare books. However, self-service photography is permitted in the majority of cases, subject to copyright law.

Security and preservation

In order to protect these unique and often fragile collections, you will be required to follow the Reading Room rules:

- Readers can only use pencils or laptop computers in the SCRR to make notes. Pens and biros are not allowed
- No items issued in the SCRR may be taken out of the room
- Bags and coats - including laptop bags - must be left in lockers just outside the SCRR. The Supervisor will provide you with a locker key which must be returned at the end of each day
- No food or drink is permitted in the SCRR

Contact details

Special Collections

The Library

SOAS University of London

Thornhaugh Street, Russell Square

London WC1H 0XG

Telephone: +44 (0)20 7898 4180

E-mail: special.collections@soas.ac.uk

Library catalogue: <http://library.soas.ac.uk>

Archive catalogue: <http://archives.soas.ac.uk/CalmView>

Nearest Underground stations

Euston Square (Metropolitan, Hammersmith & City, Circle);

Goodge Street (Northern); Russell Square (Piccadilly);

Warren Street (Victoria and Northern)

Nearest mainline railway stations

Euston, King's Cross, St Pancras

For travel advice, please go to: www.soas.ac.uk/soas-life/location/travel