

## Accessing records

### Record availability

If you would like to check the availability of your chosen items, please contact [special-collections@bham.ac.uk](mailto:special-collections@bham.ac.uk) (<mailto:special-collections@bham.ac.uk>). From time to time items are temporarily removed for digitization or exhibition at other organisations.

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All of our rare books and archive material is for reference use only and cannot be taken out of the searchroom. When you visit, request the items you wish to view on order slips and staff will fetch the items for you from our climate controlled strongrooms.

Our target is to retrieve requested material within 30 minutes, although most items are retrieved within 15 minutes. A small amount of our book collection however is held offsite and such items may take longer to retrieve.

From Thursday 4 July 2013 for three months we shall be trialing new procedures for the issue of documents in the searchroom. In keeping with accepted professional practice, only the requested material will be issued for consultation, and as far as possible it will be issued one item/folder at a time rather than issuing the whole box.

### Reprographics

We offer a reprographics service to aid you in your research. For more information on costs and procedures and general guidance about copying your chosen resource, please visit our [Reprographics \(/facilities/cadbury/reprographics.aspx\)](#) page.

### Facilities

We provide a number of other services and facilities for visiting researchers. Please visit our [facilities \(/facilities/cadbury/membership/facilities.aspx\)](#) page for further information.