**Visitor Information and Research Visit Guidelines**

Thank you for your interest in visiting the Research and Cultural Collections Study Centre.

We hope this guide will provide all the information you may require in preparation for your visit and enable you to make the most of your time with us. If you have any further questions or have any special access or other requirements, please don’t hesitate to get in touch with the team at rcc@contacts.bham.ac.uk and we will do our best to support you.

**Before your visit:**

The Research and Cultural Collections Study Centre can be found at:

32 Pritchatts Road

Edgbaston

Birmingham

B15 2SD

(+44) 0121 4146750

Directions

* Information on how to get to the University of Birmingham Edgbaston Campus can be found on our [website](https://www.birmingham.ac.uk/contact/directions/getting-here-edgbaston.aspx)
* You can download our Campus Map app for free on [iOS](https://apps.apple.com/gb/app/uob-campus-map/id1448475160) and [Android](https://play.google.com/store/apps/details?id=com.wai2goreact) devices
* You can download a PDF of the Edgbaston Campus Map [here](https://www.birmingham.ac.uk/documents/university/edgbaston-campus-map.pdf)
* The Research and Cultural Collections Study Centre is in the Green Zone and is marked ‘G1’
* Alternatively, you can find us on [Google Maps](https://www.google.co.uk/maps/place/G1%2C%2B32%2BPritchatts%2BRd%2C%2BBirmingham%2BB15%2B2SD/%4052.454075%2C-1.9339855%2C17z/data%3D%213m1%214b1%214m6%213m5%211s0x4870bdb5105b5967%3A0x8fbc54a7a7ff536b%218m2%213d52.4540718%214d-1.9314052%2116s/g/12ltgr3gr)

Transport and Parking

* Travelling by train: The campus has its own train station, ‘University’ and the journey from Birmingham New Street station takes under ten minutes. The Study Centre is a ten-minute walk from University Station
* Travelling by bus: Numbers X61 and 63 run frequently from the city centre from the Bus Mall, Moor Street Queensway, and from New Street Station, St Martin’s Queensway, to the Bristol Road, at the corner of Edgbaston Park Road. The Study Centre is a fifteen-minute walk from the Bristol Road
* Travelling by vehicle: If you need to travel to campus by vehicle, visitor parking is available at the North East Car Park, Multi Storey Floors 1-5 (accessed via Pritchatts Road) Sat Nav Postcode B15 2SA. Please note that this is pay-and-display and charges apply Monday to Friday (8am-6pm) excluding Bank Holidays
* **Parking on campus is very limited and regrettably, we cannot guarantee a parking space for visitors. We strongly recommend using public transport to reach the University**

Accessibility

* You can view in-depth access information for the building on the [AccessAble](https://www.accessable.co.uk/university-of-birmingham/access-guides/32-pritchatts-road) website
* There is 1 disabled parking space to the right-hand side of the building
* There are two steps to the front entrance
* There is step-free access with a ramp at the right-hand side of the building
* There are doorbells at both entrances. Please ring the doorbell and a member of staff will let you in
* The Reading Room is located on the ground floor
* There is a height adjustable desk in the Reading Room
* Please note that we do not currently have accessible toilet facilities in the building. The nearest accessible facilities are located in the ERI building next door
* If you have any queries about accessibility or any specific access requirements which have not been addressed here, please get in touch in advance of your visit and we will do our best to support your needs

Late arrivals and cancellations

* If you are late, we may not be able to extend your scheduled visit beyond the previously agreed time, as this may impact on other bookings
* We understand that your plans may change, if you need to cancel your visit, please let us know as soon as possible via email
* If you need to cancel on the day of your visit, please call the office number listed above

**During your visit**

During your visit, we ask that you adhere to the following guidelines:

Arriving at the Study Centre

* You may arrive at the Study Centre up to 5 minutes before your allocated time
* You will be required to sign in to the building’s Visitor Book on arrival
* You are permitted to take a notebook, pencil, phone/camera and laptop into the Reading Room. Please note that no pens are permitted in the Reading Room. All other belongings should be placed in the lockers provided

Care of objects and archival materials

* You are required to wear the gloves provided when handling objects and archival materials
* Please do not move any objects on your own – ask a member the team for assistance should you need to move an object
* Please note that only pencils are permitted in the Reading Room
* Food and drink are not permitted in the Reading Room

Photography and Reproduction

Photography and reproduction is permitted for the purposes of private research and study. Please be aware that it may not be possible to photograph or reproduce certain objects or materials because of copyright legislation, handling restrictions or other reasons. Where this is the case a member of the team will inform you on arrival.

When taking photographs of objects and archival materials:

* Please do not use flash photography
* Please do not move objects yourself - should you need to move an object to take a photograph a member of the team will be happy to assist you

Please note that these conditions do not authorise the publication of photography in any format, physical or electronic. We offer an Image Reproduction service should you require an object image. Should you wish to reproduce an image of an object please speak to a member of the team for an Image Request Form.

The above conditions apply to photography only and they do not cover the use of scanners. If you wish to scan material, please ask a member of the team.

**Thank you again and we look forward facilitating to your visit.**