



Rules for ordering retrieval and the handling of archival material

The University Library Archive collections are unique and part of our cultural heritage. Only one copy of each document exists. If the material you need is digitized, this should be used firsthand. We retrieve the physical material only when there is a need to study it in its original form. Registered users at the University Library have the possibility to take part of the physical material as a reading room loan.

Orders must be made at least two business days before you want access. Retrieval is restricted to 8 volumes per order. You will be notified when the material has been retrieved. At the library information desk, show a valid library card or ID to check out the material.

The material cannot be brought outside of the University Library and all handling of it is done with supplied cotton gloves in the designated room (Research Room, UB1039). Food and drink is not allowed in the Research Room.

The following is allowed in the room:
Pencils (graphite/lead)
Note paper
Computer or other device
Camera

The documents must be handled with care. If the volume contains loose (unbound) documents, the order of the documents cannot be changed. Covers may not be removed.

N.B. Copying the material using a copy machine or scanner is not allowed. Taking photographs is permitted without using the flash.

As soon as you are not using the material, it must be stored in Närarkivet by the information desk. The material must be returned to Närarkivet by 16.00 each day. The material is stored there until the coming Friday at 16.00, when it is returned to the Library Archive. The retrieved material can remain on a cart until you no longer need it. If the material has not been checked out in two weeks, it is returned to their respective shelves in the archive.

Questions about ordering from the archive can be sent to:

ub-arkiv@lnu.se