

Accessing the Fransella and Miller Mair PCP collections

The special collections room (1J148) in the College Lane Learning Resources Centre (LRC) contains the *Fransella* and *Miller Mair* Personal Construct Psychology (PCP) Collections.

Visitors and UH staff and students are welcome to use the room and consult these collections.

Visitors

- all visitors to the LRC require a visitor day pass. Details on obtaining the day pass including photographic proof, and proof of address required can be found at:
<http://www.herts.ac.uk/about-us/facilities/learning-resources/visitors/arranging-your-visit>

UH staff and students

- please show your membership ID badge at LRC security – a note of the number will be made

All users are asked to safeguard the archives by observing the following rules:

- no provision can be made for booking the room
- no more than two people can use the room at one time
- please sign in at the security desk at the entrance to the LRC for each session of study, and sign out when leaving the room
- LRC security staff will unlock the room for you and re-lock the room when you have signed out
- ensure security staff lock any coats, bags and cases away in the lockers provided
- items cannot be taken out of the room for photocopying
- a scanner attached to a standalone PC (not UH networked) is available to use in the room; items to be scanned within the limits of the Copyright Licensing Agreement
- use pencils only or a laptop; please do not use pens, paints, obliterating or erasing liquids or any other restricted item(s) See Appendix A
- consult only one box or file of loose documents at a time
- take great care to keep loose papers in order, and within their appropriate box or file
- place items that are no longer needed on the shelving trolley within the room
- one notepad up to A4 size is permitted within the room
- mobile phones, cameras and USB sticks **may** be taken into the room

Appendix A: Restricted items

No person may take into the special collections room any of the following:

- food or drink
- bags, brief- cases and containers
- outdoor garments or other clothing, which might be used to conceal records
- cigarettes, matches, or cigarette lighters
- newspapers and magazines
- pens and coloured pencils / markers of any kind
- staplers, scissors, hole punches or sharp or piercing instruments of any kind/ ink / paint /correcting fluid / adhesives /adhesive tape
- any other item or material or fluid which in the opinion of the University might cause harm to the documents or put their security at risk