

FACULTY OF ADVOCATES ABBOTSFORD COLLECTION TRUST

ACCESS PROTOCOL

1. This protocol is to be used to deal with all requests for access to the Collection. Access means the consultation of items within premises agreed by the Faculty of Advocates Abbotsford Collection Trust.

The Collection comprises:

- (a) (i) the books in the Library and Study of Abbotsford as listed in the Catalogue of the Library at Abbotsford, 1838 (commonly known as the Cochrane catalogue)
 - (ii) the additions to this catalogue listed in Appendix 1 of the Management Agreement between the Abbotsford Trust and the Collection Trust and as more recently catalogued online by the Faculty since 2003
 - (b) (i) those items listed in the Lyon & Turnbull inventory and valuation ref. INS/AUG/1500/FADV, dated 13th August 2005
 - (ii) other items in the 1839 Disposition and Deed of Entail of the Estate of Abbotsford and forming Appendix 2 of the Management Agreement referred to above .
2. All requests for access and use of items from the Collection should be made in writing to the Senior Librarian, Advocates Library, by emailing abbotsford@advocates.org.uk. She will seek permission from the Joint Collections Management Committee (JCMC). In the Senior Librarian's absence, enquiries will be dealt with by the Librarian: Bibliographic Services. Applicants should supply the name, full contact details, occupation and qualifications of all those it is proposed will have access to the collections. References may be required.
3. Persons requesting access must specify which items are required.

3.1 For printed items (referred to in 1(a) above), the following information should be provided:

- bibliographic details as shown either in the online catalogue of the Advocates Library (<http://www.advocates.org.uk/library/catalogue.html>) or the Abbotsford Catalogue of 1838
- the reasons why it is necessary to consult the Abbotsford copies of items and
- the purpose for which they are required.

3.2 For other items (referred to in 1(b) above), the following information should be provided:

- sufficient descriptive information to enable identification
- the reasons why it is necessary to consult these specific items
- the purpose for which they are required

4. All requests will be responded to within 5 working days. However, requestors should allow 6 weeks prior to their planned consultation date so that books can be brought to Edinburgh from Abbotsford. Permission will be subject to the following conditions:

- (a) that access will not adversely affect the physical condition of the items
- (b) that contents of items in 1(a) may be transcribed but that no part of any item may be copied or reproduced without permission of the JCMC
- (c) that images of items in the Collection may not be made or reproduced without permission of the JCMC
- (d) that appropriate acknowledgement is given

5. While the JCMC will normally deal with all requests for access, in the event of the JCMC being unavailable, the Keeper of the Advocates Library, the Senior Librarian of the Advocates Library or the Honorary Librarian for Abbotsford or their nominated deputies may deal with urgent requests.

6. Approved requests will be dealt with as follows:

6.1 Requests to consult items in 1(a) will be satisfied by bringing the items to the Advocates Library and making arrangements for them to be consulted at the National Library of Scotland in their supervised reading room.

6.2 Requests for access to items in 1(b) will be satisfied by consultation under the supervision of a member of staff at Abbotsford.

Contacts

Keeper of the Advocates Library – Mungo Bovey QC

Honorary Librarian – Prof. Alison Lumsden

Senior Librarian – Andrea Longson – andrea.longson@advocates.org.uk

Librarian: Bibliographic Services – Angela Schofield –

angela.schofield@advocates.org.uk

12 October 2015