HUGHES HALL
UNIVERSITY OF CAMBRIDGE

Edwin Leong Library: Ohtake Collection

Access Policy

Current version adopted: Lent Term 2023
Review Date: Lent Term 2025

This policy is in place to help ensure a safe and pleasant working environment for all library users and staff and to help protect the Ohtake Collection's resources.

Access

Any person with a legitimate research interest may request access to the Ohtake Collection. Access is by appointment only and during library office hours. Due to limited study space, appointments may not be possible during the College's exam period (April to June). Those wishing to consult the collection must provide a letter of recommendation from an appropriate person (please see below for further guidance).

While in the Library, visitors to the Ohtake Collection are expected to adhere to the Library Rules.

Copyright and Reproduction

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Guidance on obtaining a Letter of Recommendation

Who can supply a letter and the form it should take

The letter should be from someone who knows you and can explain and personally support your need to see material in the Ohtake Collection.

The letter should be from someone appropriate, such as an academic colleague, tutor, archivist, publisher, agent or member of a relevant society.

The letter should be signed and on headed paper. We cannot therefore accept emails, but the letter can be sent in as a scanned attachment with an email message.

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Information required in the letter

- Your name (and Cambridge CRSid if you have one)
- The subject of your research
- The reason you are conducting research (if engaged in academic research please indicate your status, e.g. Master's student, PhD student, academic, etc.)
- What you intend to do with your research (e.g. journal article or ongoing academic research)
- The type of material you wish to consult (if you want to see a small number of specific items please list them)
- The name and position of the person supplying the letter for you

Getting the letter to us

Please send the letter to us (in advance of your visit) by email (librarian@hughes.cam.ac.uk) or by post to:

Library Services Manager
Hughes Hall
Wollaston Road
Cambridge
CB1 2EW

Why a letter is required

The letter is not primarily intended to act as proof of identity, which is why we cannot accept University cards in place of a letter. We use the letter to get a more rounded understanding of your research needs, so we can see how best to help you. By being asked for a letter, readers are also reminded (or made aware of the fact) that they are requesting access to material that is vulnerable and valuable and that they should either have experience of handling fragile and important material or have received training in how to handle it.

The request for a letter is also a very practical and transparent way for us to demonstrate to others that we take our responsibility as custodians of the Ohtake Collection seriously.

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