Introduction

This category covers those functions within the institution that provide access to information for the student body and both academic and administrative staff. These include libraries, computing services, archive services, and information support services.

Such functions may be managed separately from each other, or in various combinations. These services routinely explain their facilities (and the conditions of their use) to students, staff and the general public and it is information of this nature that is included within this category.

There is no charge for information viewed on our website, or at our premises, except where there is a statutory fee. Fees are published within the guide.

Unless otherwise stated, information contained within our scheme is available from us free of charge where it can be downloaded from our website or where it can be sent to you electronically by email.

We reserve the right to charge for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage to the University. Standard fee charges apply – please refer to Section 4 of the Guide to Information.

Please telephone +44 (0) 1224 273175 or email foi@abdn.ac.uk if you have any enquiries about the following information, or wish to receive paper copies of the information.

<table>
<thead>
<tr>
<th>Categories of information within this class</th>
<th>Category Description</th>
<th>Format of information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library and archive facilities</td>
<td>Availability and conditions of use of facilities</td>
<td>Library, Special Collections and Museums are at the heart of teaching, learning, research and public engagement at the University of Aberdeen and form a single directorate headed by the University Librarian and Director of Library Special Collections and Museums. Information about the University Library, Special Collections and Museums is available at <a href="http://www.abdn.ac.uk/library/">http://www.abdn.ac.uk/library/</a> A useful A-Z for searching topics relating to Library, Special Collections and Museum collections is available at <a href="http://www.abdn.ac.uk/library/a-z/">http://www.abdn.ac.uk/library/a-z/</a></td>
</tr>
</tbody>
</table>
For specific information or general enquiries please contact

The Sir Duncan Rice Library
University of Aberdeen
Bedford Road
Aberdeen
AB24 3AA

Tel: +44 (0)1224 273330
Fax: +44 (0)1224 273956
Email: library@abdn.ac.uk

Head of Special Collections
s.convery@abdn.ac.uk
+44 (0)1224 27 2929

Head of Museums
neil.curtis@abdn.ac.uk
+44 (0)1224 27 4304

University Museums University of Aberdeen
King’s Museum
17 High Street
Aberdeen
AB24 3SW

Tel: +44 (0)1224 274330
Fax: +44 (0)1224 274302

Email: museums@abdn.ac.uk

**Searching catalogues**

Information on searching library, archive and museum catalogues is available at [http://www.abdn.ac.uk/library/collections/](http://www.abdn.ac.uk/library/collections/)

Please note that material referenced by catalogues will generally be exempted as “otherwise accessible” under Section 25 of the Freedom of Information (Scotland) Act 2002, since it is available in terms of the “Library Facilities” Class.
| Collections | Scope of major collections held by the institution | Information about our Special Collections Centre is available at http://www.abdn.ac.uk/library/about/special/  
Information on our museums and collections is available at http://www.abdn.ac.uk/museums/ |
| --- | --- | --- |
| Collection Strategy | Collection management and preservation strategies | Information on the Library collection management policy and mission statement is available at http://www.abdn.ac.uk/library/collections/policy/  
Information on Special Collections policies is available at http://www.abdn.ac.uk/library/about/special/visiting-special-collections/  
Information on Museums policies is available at http://www.abdn.ac.uk/museums/about/policies.php |
| Computer facilities | Availability and conditions of use of computing facilities | Information on computer facilities and conditions of use are available at http://www.abdn.ac.uk/library/facilities/computer/  
A fact sheet on printing facilities and charges is available at http://www.abdn.ac.uk/library/facilities/services/copying/printing-charges/ |
| Other information facilities | Availability and conditions of use | Information on regulations and fines are available at http://www.abdn.ac.uk/library/get-started/using-the-library/ |
| Major Strategic documents | High level aims and strategies of information services | The Library vision and mission is available at http://www.abdn.ac.uk/library/about/vision/  
For specific information requests please contact the relevant service (see above) |
### Open archives

An overview of the online, printed and rare archive collections is available at [http://www.abdn.ac.uk/library/about/special/collections/](http://www.abdn.ac.uk/library/about/special/collections/)

Information on Special Collections access policy is available at [http://www.abdn.ac.uk/library/documents/access_policy.pdf](http://www.abdn.ac.uk/library/documents/access_policy.pdf)

For specific information on access arrangements please contact

Special Collections Centre  
The Sir Duncan Rice Library  
Bedford Road  
Aberdeen  
AB24 3AA  
Tel: +44 (0)1224 27 2598  
Email: speclib@abdn.ac.uk

Please note that material referenced by catalogues will generally be exempted as “otherwise accessible” under Section 25 of the Freedom of Information (Scotland) Act 2002, since it is available in terms of the "Library Facilities” Class

### IT Services

Information about IT Services for students is available at [http://www.abdn.ac.uk/dit/student/get-started/index.php](http://www.abdn.ac.uk/dit/student/get-started/index.php)

IT Services Strategic plan information is available at [http://www.abdn.ac.uk/it/about/strategic-plan.php](http://www.abdn.ac.uk/it/about/strategic-plan.php)

For specific information or general enquires please contact

Director of IT Services  
University of Aberdeen  
Edward Wright Building  
Aberdeen AB24 3QY  
tel: +44 (0)1224 273368  
fax: +44 (0)1224 273372 or email: servicedesk@abdn.ac.uk
| General Enquiries | For any general enquiry during office hours Mon-Friday 9am – 5pm | Please contact  
Kings College Aberdeen  
AB24 3FX  
or  
telephone +44(0)1224 272000  
Further details are available at  
https://www.abdn.ac.uk/about/contact/ |

Reviewed: 23 February 2016