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 Head of Library, Advocates Library, by emailing abbotsford@advocates.org.uk. The Head of the Library will seek permission from the Joint Collections Management Committee (JCMC). In the Head of Library's absence, enquiries will be dealt with by the Collection & Access Services Librarian. 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 (Abbotsford Library | Faculty of Advocates) 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) images of items in the Collection may be made during consultation at the National Library of Scotland and in accordance with their terms and conditions for self-photography published on their website. Any other image-taking requires the permission of the JCMC
   (d) images may not be reproduced without permission of the JCMC

5. Any publication based on items or including images from the Collection shall include appropriate acknowledgement that the items are part of the collection of the Faculty of Advocates Abbotsford Collection Trust.

6. 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 Head of the Library (Advocates Library) or the Honorary Librarian for Abbotsford or their nominated deputies may deal with urgent requests.

Contacts
Keeper of the Advocates Library – Neil Mackenzie KC
Honorary Librarian – Prof. Alison Lumsden
Head of Library – Iain Young iain.young@advocates.org.uk
Collection & Access Services Librarian – Angela Schofield
angela.schofield@advocates.org.uk

3 February 2025