Regent's Park College

Borrowing from the David Nicholls Memorial Collection (ILL)



1. Introduction

The David Nicholls Memorial Collection (DNMC) is based on the private collection of the late David Nicholls, Britain's foremost Haiti expert, of which about a quarter of the books deal specifically with Haiti, the Dominican Republic and other Caribbean territories.

The DNMC is housed at Regent's Park College, Oxford University and is managed by the College Librarian under the auspices of the David Nicholls Memorial Trust. The books in the DNMC are normally for reference only and limited to members of Regent's Park College and students, researchers and staff based at Oxford University or strictly by appointment only. However, The David Nicholls Memorial Trust and Regent's Park College Library would like to open up this unique collection to researchers from other UK institutions, and appreciate that travel to Oxford can be both time consuming, inconvenient and expensive.

We are therefore establishing an Inter Library Loan (ILL) service, whereby the College Librarian will send books and journal articles to eligible users.

2. Eligibility

Researchers based in the UK who are undertaking research on Caribbean societies and the wider Caribbean region or those interested in the theological work of David Nicholls. This service is available to researchers with no University affiliation at the discretion of the College Librarian and the chair of the David Nicholls Memorial Trust.

You will need to provide your university ID and a letter/email of introduction from your University (your supervisor if you are a postgraduate or doctoral student) by email to library@regents.ox.ac.uk and addressed to the College Librarian, so that we can register you on our system. We require at least one week's notice before we can send out any material to you.

3. What you can request

You may request any of the catalogued books currently held in the DNMC. All books are catalogued and available by searching Oxford University's online catalogue, SOLO http://solo.bodleian.ox.ac.uk. You will need to use the drop down list to select 'Regent's Park College.' Unfortunately, it is not possible to restrict your search to just the David Nicholls Memorial Collection, but the catalogue will indicate both the shelf mark and the collection in which a book is held. Please include the complete bibliographic details, plus the shelf mark in your request (author, title, year of publication, ISBN, shelf mark).

4. What you cannot request:

You cannot request any uncatalogued material or David Nicholls' personal papers. Fragile material, materials that are freely available on the Internet or in any of the Library's databases will not be sent. Please do not request materials for the use of family or friends.



In general, the Library at Regent's Park College does not operate an Inter Library Loan service, so you cannot request other books from the main Library collection at Regent's Park College nor from the Angus Library and Archive. It may be possible for us to provide photocopies of some material, but there will be a charge of £2.00 per page. Copyright restrictions will also apply on all published material.

5. Limits

Each eligible user may borrow no more than 3 books at a time.

6. Loan Period

Books are loaned for two months with one renewal for a further two months. The due date is when the book must be back in the David Nicholls Memorial Collection. Please allow sufficient time for postage and delivery. If the book is not returned and a renewal has not been requested, you will be charged an overdue fee of £5.00 per day. If after one month the book still has not been returned, you will be sent an invoice for the replacement cost of the book, plus an administration charge of £30.

7. Request

Please email your request to library@regents.ox.ac.uk, including "DNMC ILL request" in the subject. Remember that you will need to provide ID and letter of introduction before making any requests.

Please include the complete bibliographic details, plus the shelf mark in your request (author, title, year of publication, ISBN, shelf mark). You will need to include the full postal address of the Library to which the book will be sent.

8. Delivery

Books are sent out to you by **Royal Mail Signed For 1st Class** (or courier) as soon as possible after your request has been received. They will be normally sent to the Library of your University and you will collect them from there. If that is very inconvenient, we can send to alternative address but it must be secure and there must be someone available there to receive and sign for the delivery. This will only be possible in exceptional circumstances. We will send notification to your registered email as soon as the books have been posted. Please confirm receipt.

9. Return

You will be responsible for the payment and secure return of any books you borrow. Please arrange for return preferably by **Royal Mail Signed For 1st Class** or courier. Compensation should cover at least the replacement cost for the book(s) (as determined by the librarian at the time of sending). Photocopies of journal articles do not have to be returned unless instructed to do so.



10. Cancellation

If a book request is no longer needed, immediately send a cancellation notice to library@regents.ox.ac.uk (with subject DNMC ILL cancellation) with the complete bibliographic details of the request being cancelled.

Contact

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