Helpsheets
Fascism Literature Special Collection

The Fascism Literature Special Collection consists of books, individual issues of journals, pamphlets and microform on the subjects of Fascism and anti-Fascism, mainly in Britain, Italy and Germany. Many of the publications date from the 1930s and 1940s. The collection is a valuable resource for research.

The Collection
All the material in the collection appears on The Catalogue. You can search for items by author or keyword, and by classification number or subject. When searching the Catalogue, you can restrict your results to only those items in the collection itself by going to the Refine Your Search column on the left, then, under Collection, click on Fascism Literature.

Most material is located on the open shelves or available on request from the campus store. However, some material requires a higher level of protection, and is located in the Library Archive Room. This is designated as Restricted Access on the Catalogue. You can check the location of items by clicking on ‘Check Availability’ and then ‘Expand All’, which appears just underneath the highlighted bar containing the classification number.

Restricted material
This material, mainly pamphlets and journal issues, is kept in the Library Archives Room and access is restricted. Permission can be requested by emailing libraryhelp@tees.ac.uk or your Academic Librarian, clearly stating details of the material you wish to use. We can accept requests for individually named items or for material from a particular classification range. All details are available on The Catalogue.
Items will be brought from the Archives Room to the Library iZone, and an email will be sent to you confirming that it is now available for viewing in the Library. The material will be kept at the Library iZone for a week during which time you can consult it in the Library. **You will need your TUSC to have items issued to you, even though you cannot remove them from the Library.**

We will notify you if another researcher is currently using the material and arrange for you to have access to items at a convenient future date.

**Handling restricted material**
Restricted material is vulnerable and it is important that it is handled with care so it is not damaged.

- Please ensure that your hands are clean before handling documents and avoid touching the text of documents.
- Care should be taken when removing material from the protective plastic wallets. Single sheet documents should not be removed from their protective covers.
- Please make sure documents are kept safely on tables.
- Use pencil to make notes from the documents and do not mark them in any way.

**Photocopying**
Copying is permitted within the legal guidelines displayed at the MyPrint machines. Again, care should be taken when handling material to be copied.

**Microform**
The microfilm and fiche collection is for reference only and is kept in a locked cabinet. Access is not restricted to specific individuals, but users will need to have the cabinet key issued on their TUSC. The key is kept at the Library iZone.

**Enquiries**
General enquiries about the collection can be emailed to libraryhelp@tees.ac.uk or your Academic Librarian http://libguides.tees.ac.uk/academic_staff/contact.

**For more information please ask a member of staff for help.**
W: http://lis.tees.ac.uk/
E: libraryhelp@tees.ac.uk
T: 01642 342100 (Monday – Friday 09:00 – 17:00)