

Guidance for researchers delivering activities at the Rylands

1. Who can use spaces at the Rylands for public engagement?

Researchers using our collections as part of their research project are warmly encouraged to use the spaces and staff expertise at the Rylands for public engagement. While we aim to support as many events as possible cannot guarantee that your activity will be possible.

Please contact our Exhibitions and Public Engagement with Research Coordinators, Stephanie Seville or Gemma Henderson, via jrl.events@manchester.ac.uk, to discuss event ideas and how the Rylands can help to tailor them to audiences and maximise impact.

2. Which rooms are available for use?

The Rylands has several spaces available for events:

Space	Capacity	AV kit	Type	Would suit
Education Room	20	Visualiser (for showing collection items on a screen for participants in the room and online) Bird Dog cameras (for wide angle shots of the room for a remote audience.) Large screen Set of 2 Rode mics Logitech Room mic	Hybrid Online In person	Small groups needing specific tech requirements for collections-based activity Food permitted by arrangement.
Crawford and Spencer Rooms	20 (Standing)	None	In person	Breakout space
The Christie Room	30 (seated)	Large screen Bird Dog Cameras (for wide angle shots of the room for a remote audience.) Logitech mics and speakers	Hybrid Online In person	Larger groups Collection based activity (in person not showing collection material online) Food permitted by arrangement.
The Historic Reading Room	100 – seated Short events up to 150 standing	Basic PA system and stage. Enhanced AV available via Media Services or external supplier for hybrid/live streamed	Hybrid Online In person	Larger events e.g. panel discussion, film screening, poetry reading or performance. Collection based activity

		events. (enhanced AV has cost implications)		NOTE – the Building does not have capacity to support large conferences as our spaces for lunch and coffee breaks are limited. Please talk to us to find out more.
Café area	40 standing	None.	In person	Breakout space Food permitted by arrangement.
Atrium	30 standing	None.	In person	Food permitted by arrangement.
Historic Entrance (not fully accessible)	30 standing	None.	In person	Food permitted by arrangement. Atmospheric space for drinks receptions

3. When are the rooms available?

In person events

Currently (October 2022) we are open to the public Wednesday-Saturday, 10am-5pm. We can support events while the building is open to the public but will need to consider the operational implications depending on the scale of the event and nature of the activity.

The library is open to staff and researchers only on Mondays and Tuesdays, 9am-5pm. If spaces are available, we can better support events during these times. **Please consider these days for your event.** Out-of-hours events may be possible if they can be supported operationally. Events are not possible on Sundays as the library remains closed to all.

Online events

We can support online events aimed at our public audience that make use of our Special Collections. Our visualiser set up allows us to include physical collections in live online events. Where possible, we ask that such online events are held during normal working hours (9:00am-5:00pm). We are aware that online events uniquely offer the chance to reach a broader audience who may not be able to visit the Rylands in person. It may be possible to offer events outside of normal working hours, but only if they can be supported operationally.

Hybrid events

We can support some hybrid events and can advise you on the suitability of your event for hybrid delivery. Please look at the AV kit listed in the table above to see what spaces might be suitable for hybrid events.

Our risk assessment covers usual library activities. If your event involves unusual risk, please talk to us at the planning stage.

4. How do you book a space for your event?

You should book your event as far in advance as possible, and **no less than three months** in advance of the event date. Booking requests via the EPER team are assessed based on strategic objectives and operational requirements. Please be aware that exclusive use of the Historic Reading Room or evening events is limited so advanced booking is encouraged for these spaces.

5. Requesting Special Collections for use in your event

If you are considering using Special Collections within your event please discuss your plans with the relevant Special Collections curator and the Exhibitions and Public Engagement Coordinator. Visit our [Library Staff](#) page to find more information about our curators.

You can find the material that you wish to use in your public engagement by using the guides, catalogues and finding aids on the Special Collections website, including the *Guide to Special Collections* at:

<https://www.library.manchester.ac.uk/rylands/special-collections/exploring/guide-to-special-collections/> and <https://www.library.manchester.ac.uk/rylands/special-collections/exploring/a-to-z/>

If images of Special Collections are required, please check [Manchester Digital Collections](#) and [Library Digital Collections](#) to see if your material has been digitised. If you require digitisation, please request via our [Imaging Service](#).

6. Requesting AV kit for use in your event

Please check the AV kit listed in the room selected for your event. If you have additional AV requirements please discuss them with the EPER team as far in advance as possible. It may be possible to request additional support via Media Services or an external AV supplier such as Remote AV. Additional AV setup will incur extra costs that you will need to factor into your event budget. The EPER team will assist with AV equipment bookings for the event.

Filming

Live streaming or filming of events is possible but will be arranged via Media Services or an external AV supplier and will incur extra costs. Recording a Zoom webinar can be facilitated by the EPER team. Please ensure that participants are aware that they may be filmed.

Photography

If you require photography to document your event, please consult University guidance on [Commissioning Photography](#). You will also need to consider obtaining permission from event participants for their photograph to be taken and the EPER team may be able to help with this.

7. Ordering catering for your event?

The University caterers [HospitalityOnCampus](#) must be used. They provide a comprehensive range of food and drink that can be booked for your event. You can find current menus [here](#).

The Rylands is a Grade 1 listed building, and food and drink are only permitted in some spaces, so please consider this when planning your event. The EPER team can provide sample costings per head and facilitate catering booking. We will need the following information:

- Event location: where you are planning to have food and drink?
- What time will your coffee break(s)/lunch or wine reception take place?
- Catering numbers
- Menu choices: details of menu choices and dietary requirements.
- Payment: please provide a budget code at least two weeks before the event.
- Staffing requirements: the caterer may provide staff to serve food.

8. What items can you bring with you into the space?

Attendees can bring paper, pencils and laptops and tablets into the spaces. No food or drink is permitted unless in a designated space, except bottled water.

9. How will the Rylands help me deliver the event?

Your dedicated EPER staff contact is responsible for maintaining the event sheet and keeping Rylands operational staff updated about the delivery of your event. They will help to organise AV kit and catering. On the day, the EPER team can provide a welcome for guests, including managing a guest list. They will communicate with operational teams and external services, such as caterers, to ensure your event runs smoothly.

Event promotion

If required, we can add your event to the [What's On](#) page of our website and promote it on our social media channels. We can set up and manage free bookings for events via the Rylands Eventbrite page. If additional promotion, communications or marketing support is required, you may want to discuss options with your School.

Event checklist

Use this checklist to start planning your event. Contact the Exhibitions and Public Engagement team to discuss your plans and if you have any questions.

Task	Detail
Room(s) selected	<ul style="list-style-type: none"> Have you identified a space at the Rylands that is suitable for your event? How many people are likely to attend?
Date and time	<ul style="list-style-type: none"> Do you have a date and time in mind for your event? Is the date flexible or fixed?
Collections	<ul style="list-style-type: none"> Do you want to use any Rylands collections in your event? Do you know what collections you want to use? Have you got permission from the relevant curator
AV requirements	<ul style="list-style-type: none"> Do you need any AV kit to run your event? Is your event in person, online or a hybrid event? Does the event need to be filmed or photographed?
Catering	<ul style="list-style-type: none"> Do you want catering at your event? If so, what food/drink would you like to offer?
Budget	<ul style="list-style-type: none"> Do you have a budget for the event? If so, do you know the budget code?
Event promotion	<ul style="list-style-type: none"> Does the event need to be listed on the Rylands website? Is the event booked and do you need ticketing via Eventbrite?
Evaluation	<ul style="list-style-type: none"> How will you evaluate the event What do you want to evaluate and why? Which audience are you targeting? Who are you producing the evaluation for? How will you share the outcomes and learning?