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 (Virtual Teaching Space VTS)	20 (dependent on seating arrangement)	Visualiser (Bird Dog camera) for showing collection items Large screen Logitec Group conference equipment with PTZ camera for speakers/room view Roland mixer Rode wireless mics x2	Hybrid Online In person	Small groups needing specific tech requirements for collections-based activity
Crawford and Spencer Rooms	20 (Standing)	None	In person	Breakout space, short talks
Christie Room	30 (lecture style seated)	Large screen with PTZ camera for room view Solstice wireless display sharing (not set up at present)	Hybrid Online In person	Larger groups Collection based activity (in person, not showing collection material online)

		Logitec Rally conference equipment with external mics and PTZ camera		
Historic Reading Room	100 (lecture style 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 events. (enhanced AV has cost implications)	Hybrid Online In person	Larger events e.g. panel discussion, film screening, poetry reading or performance. Collection based activity **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 Catering permitted by arrangement.
Atrium	30 standing	None	In person	Catering permitted by arrangement.
Historic Entrance (not fully accessible)	30 standing	None	In person	Drinks permitted in exceptional circumstances.

3. When are the rooms available?

In person events

Currently we are open to the public Wednesday-Saturday, 10am-5pm. We can support events during public opening hours but will need to consider the operational implications depending on the scale of the event and nature of the activity. Please be aware that there may be other events happening in adjacent spaces, you will be advised of this when room bookings are made.

The Rylands 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.

Currently we open until 7pm on Thursdays and this is the preferred day for evening events. Out-of-hours events may be possible on other days but only 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. The Exhibitions and Public Engagement with Research (EPER) team can help you shape your event and facilitate on the day. Where possible, we ask that online events are held during normal working hours (9:00am-5:00pm). It may be possible to offer events outside of these hours in exceptional circumstances.

We can support online events hosted at the Rylands for public audiences using our Special Collections. The Exhibitions and Public Engagement with Research (EPER) team can help you shape your event and facilitate on the day. Please refer to our building opening hours above to plan the time of your online event.

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 you 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: http://www.library.manchester.ac.uk/searchresources/guidetospecialcollections/atoz/

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 can advise on AV costs and 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?

Event planning and delivery

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
Audience	- What is the reason for holding the event? What do you hope to achieve? - What is your target audience? Who would you like to attend? - What do you want people to understand when they leave the event? What are the key messages
Room(s) selected	- Have you identified a space at the Rylands that is suitable for your event? - How many people are likely to attend?
Date and time	Do you have a date and time in mind for your event?

	• Is the date flexible or fixed?
Collections	• 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	• 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	• Do you want catering at your event? If so, what food/drink would you like to offer?
Budget	• Do you have a budget for the event? If so, do you know the budget code?
Event promotion	• Does the event need to be listed on the Rylands website? • Have your also explored faculty/departmental marketing and comms support • Is the event booked and do you need ticketing via Eventbrite?
Evaluation	• 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?