National Art Library
How to Search the Library Catalogue and Request Material
This guide covers how to search for items and place requests in the National Art Library (NAL) catalogue. Click relevant heading in Table of Contents to jump to that section. If you have any special requirements around searching or accessing the catalogue, then please contact us.

View Frequently Asked Questions

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1. Search the Library Catalogue

1.1 Basic Search
Carry out a basic search by entering keywords into the main search box on the Library Catalogue homepage.

1.2 Search Tips

1.2.1 Use an asterisk (*) as truncation when searching for a keyword with variable endings, for example: paint* broadens a search to include paints, painted, painting and painter.

1.2.2 For variant spellings, use a question mark (?) in place of a character, for example: search Colo?r to include both color and colour in your search results.

1.2.3 Use quotation marks to search for an exact phrase, for example: “sustainable architecture”.

1.2.4 Narrow or broaden your results by combining Boolean operators AND, OR and NOT with your keywords, for example:

- **Constable AND Clouds**
  All search results will include both keywords.

- **Romantic era OR Romanticism**
  Broadens search results, particularly helpful when searching for synonyms.

- **Illustration NOT Fashion**
  Search results will exclude titles on fashion illustration.

1.2.5 Use Search Tools (in the left side bar) to refine your search results by Format, Author, Publication Year, Subject Terms, Language and Source Database.

1.2.6 After clicking on a title to view a record, use Browse the Shelf at the bottom of the screen to explore our diverse general collection or use to browse within a special collection.
1.3 Advanced Search
The Advanced search option can improve the relevancy of your search results and is linked from the top menu bar and also under the main search button on the Library Catalogue homepage.

You will then be presented with the Advanced Search indexes.

**Advanced Search**

You can combine up to five indexes or apply limits (peer-reviewed articles, format, publication year) to retrieve a more precise set of search results.

On the search results page, use the Search Tools to refine your results by Format, Author, Content Type, Publication Year, Subject Terms, Source Database and Language.

The Advanced Search Table describes some of the key Search Indexes available and how to use them. Each Search Index has a keyword option and a phrase search option.
<table>
<thead>
<tr>
<th>Search Type</th>
<th>Search Index</th>
<th>How to use this Search Index option</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Auctioneer or Auction House (Keyword or Phrase search)</strong></td>
<td>Auctioneer &amp; Auction House; Author</td>
<td>Search for auction houses or auctioneers</td>
<td>Sotheby*</td>
</tr>
<tr>
<td></td>
<td>Auctioneer &amp; Auction House; Author phrase</td>
<td>Use the *wildcard to search across e.g. Sotheby’s Belgravia, Sotheby’s Olympia London, etc.</td>
<td>National Gallery</td>
</tr>
<tr>
<td></td>
<td></td>
<td>You can also use this option to search for exhibition catalogues published by a gallery or Museum</td>
<td></td>
</tr>
<tr>
<td><strong>Author (Keyword search)</strong></td>
<td>Auctioneer &amp; Auction House; Author</td>
<td>Search for an author using keywords</td>
<td>Charles Dickens</td>
</tr>
<tr>
<td><strong>Author (Phrase search)</strong></td>
<td>Auctioneer &amp; Auction House; Author phrase</td>
<td>Search for author in the format surname, first name</td>
<td>Bryant, Julius</td>
</tr>
<tr>
<td><strong>Date of Sale</strong></td>
<td>Date of Sale</td>
<td>To browse by year: YYYY To browse by month: MMYYYY To search for a specific date, use the syntax: YYYYMMDD</td>
<td>ds:2008 ds:052013 ds:20170509</td>
</tr>
<tr>
<td><strong>Conference or international exhibition name</strong></td>
<td>Corporate/Conference Name</td>
<td>Search for a conference or international exhibition using keywords and date You can also search by the city in which a conference took place</td>
<td>British Empire 1925 Toronto</td>
</tr>
<tr>
<td><strong>Subject or artist</strong></td>
<td>Identifier; Subject Phrase</td>
<td>Search for books on a subject, or an individual in the format surname, first name.</td>
<td>Surrealism Kahlo, Frida</td>
</tr>
<tr>
<td><strong>ISBN / ISSN</strong></td>
<td>ISBN / ISSN</td>
<td>Search for unique identifier</td>
<td>9780241339862 0262 – 2130</td>
</tr>
<tr>
<td><strong>Publisher</strong></td>
<td>Publisher</td>
<td>Search for a publisher</td>
<td>Whitechapel Gallery</td>
</tr>
<tr>
<td><strong>Sale Code</strong></td>
<td>Sale Code</td>
<td>Search using a known sale code</td>
<td>24769 JASPER</td>
</tr>
<tr>
<td><strong>Title</strong></td>
<td>Title Phrase</td>
<td>Search for the exact title of the publication or manuscript.</td>
<td>Art Journal</td>
</tr>
</tbody>
</table>
1.4 Expert Search

Expert search labels allow you to refine and enhance the relevance of your search results. Combine your keywords with a search label in the main search box on the library catalogue homepage. Some useful examples are listed below.

<table>
<thead>
<tr>
<th>Type of Search</th>
<th>Search Label</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author</td>
<td>au: [keyword]</td>
<td>au: Germaine Greer</td>
</tr>
<tr>
<td>Barcode</td>
<td>bq: [number]</td>
<td>Bq: -320663</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bq: 38041801000696</td>
</tr>
<tr>
<td>Children’s Books</td>
<td>[keyword], ge: children’s</td>
<td>Potter ge: children’s</td>
</tr>
<tr>
<td></td>
<td>Specific date: ds:YYYYMMDD</td>
<td>ds:20170509</td>
</tr>
<tr>
<td>Local reference number (such as MSL/)</td>
<td>nt: [reference number]</td>
<td>nt: MSL/1970/2604</td>
</tr>
<tr>
<td>Manuscript items</td>
<td>[keyword] ge: manuscript</td>
<td>Ornament ge: manuscript</td>
</tr>
<tr>
<td>NAL Pressmark</td>
<td>nu: [exact pressmark]</td>
<td>nu: 603.AT.0124</td>
</tr>
<tr>
<td>Reference books on open shelves in Centre Room</td>
<td>[keyword] b8=Reference</td>
<td>Dictionary b8=Reference</td>
</tr>
<tr>
<td>Subject / Topic</td>
<td>su: [keyword]</td>
<td>su: furniture design</td>
</tr>
<tr>
<td>Title / Journal Title</td>
<td>ti: [keyword]</td>
<td>ti: Art Journal</td>
</tr>
<tr>
<td>V&amp;A Publications Collection</td>
<td>[keyword] b8=SC/VAP*</td>
<td>Fashion b8=SC/VAP*</td>
</tr>
</tbody>
</table>

There are two types of expert search: Keyword and Phrase. To search by keyword, use a colon (:) after the search label. To search for a phrase, use an equals sign (=) after the search label. A phrase search will search for every keyword from left to right in order.

- For a **title phrase search**, exclude the initial articles *A, an, the* and their equivalents in other languages. For example: *ti=Art Journal*
- For an **author phrase search**, enter the name in inverted order if using the equals sign; For example: *au=Greer, Germaine*

Further guidance on searching the catalogue can be found in the [WorldCat Discovery guide](http://worldcat.org/discovery).
2. Search for Auction House Sale Catalogues using Advanced search

Use Advanced Search (link below main search box) to find specific auction catalogues.

Many sale catalogues are bound together with others in a volume, please also refer to section 8 for information on requesting this type of material.

<table>
<thead>
<tr>
<th>Option</th>
<th>How to use this search option</th>
<th>How this will work in main search</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Sale</td>
<td>To browse by year: YYYY&lt;br/&gt;To browse by month: MMYYYY&lt;br/&gt;To search for a specific date, use the syntax YYYYMMDD.</td>
<td>ds:YYYY&lt;br/&gt;ds: MMYYYY&lt;br/&gt;ds: YYYYMMDD</td>
<td>2008052013 20170509</td>
</tr>
<tr>
<td>Place of Sale</td>
<td>This will usually be the city in which the sale took place.</td>
<td>e9:[keyword]</td>
<td>Toronto</td>
</tr>
<tr>
<td>Auctioneer &amp; Auction House; Author / Author Phrase</td>
<td>You can use the <em>wildcard to search by auction house, so for example you can search across Sotheby’s Belgravia, Sotheby’s Olympia London, Sotheby’s Los Angeles... using Sotheby</em></td>
<td>Au:[keyword]</td>
<td>Sotheby*</td>
</tr>
<tr>
<td>Lugt Number</td>
<td>Search ‘Lugt’ in the Keyword field followed by the number.</td>
<td>Lugt [Lugt number]</td>
<td>57195</td>
</tr>
<tr>
<td>Sale Code</td>
<td>Search using a known sale code.</td>
<td>sl: [sale code]</td>
<td>24769 JASPER</td>
</tr>
</tbody>
</table>
3. Search for Exhibition Catalogues using Advanced Search

Use Advanced Search to find specific exhibition catalogues, or runs of catalogues.

Some exhibition catalogues are bound together with others in a volume, please also refer to section 8 for information on requesting material in bound volumes.

*Option* | How to use this search option | How this will work in main search | Example |
---|---|---|---|
**Auctioneer & Auction House; Author** | You can use this search option to search for exhibitions by a gallery or museum name | au:[keyword] | royal academy |
**Title** | Use keywords from an exhibition title either on their own, or in conjunction with other indexes to narrow your results | ti:[keyword] | summer exhibition |
**Identifier; Subject** | Search for exhibitions about artists or on themes using keywords, and use truncation for best results | su:[keyword] | Alexander Mcqueen textile* exhibition* |
**Publisher** | Search for a museum or gallery as publisher | pb:[keyword] | Whitechapel Gallery |

If searching for a foreign language catalogue, enter your keyword(s) followed by Expert search label ‘nt’ to search notes, for example, *Franz Metzner nt:exhibition*
4. Search for Books held within V&A Departmental Libraries

Books held in the V&A departmental libraries are selected by curatorial staff and can be found on the Library Catalogue. It is possible to limit your search results to the books in a specific departmental library only. However, this is primarily of relevance to V&A staff rather than members of the public. If requested, they are delivered to and consulted in the National Art Library. We recommend requesting NAL copies where available.

Combine your keywords with a search label in the main search box on the library catalogue homepage. For example: I want to search for books on carpets but only within the V&A Middle Eastern collection. For this I will type into the search box Carpet, b8=GC/MES*.

<table>
<thead>
<tr>
<th>Search for books held within the...</th>
<th>Search label</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ceramics collection</td>
<td>[keyword], b8=GC/CER*</td>
<td>Vase, b8=GC/CER*</td>
</tr>
<tr>
<td>Conservation collection</td>
<td>[keyword], b8=GC/CON*</td>
<td>Paper, b8=GC/CON*</td>
</tr>
<tr>
<td>East Asia collection</td>
<td>[keyword], b8=GC/EAST*</td>
<td>Porcelain, b8=GC/EAST*</td>
</tr>
<tr>
<td>Furniture and Woodwork collection</td>
<td>[keyword], b8=GC/FWK*</td>
<td>Chair, b8=GC/FWK*</td>
</tr>
<tr>
<td>Middle Eastern collection</td>
<td>[keyword], b8=GC/MES*</td>
<td>Carpet, b8=GC/MES*</td>
</tr>
<tr>
<td>Metalwork collection</td>
<td>[keyword], b8=GC/MET*</td>
<td>Silver, b8=GC/MET*</td>
</tr>
<tr>
<td>Sculpture collection</td>
<td>[keyword], b8=GC/SCP*</td>
<td>Bronze, b8=GC/SCP*</td>
</tr>
<tr>
<td>South Asia collection</td>
<td>[keyword], b8=GC/SOU*</td>
<td>Music, b8=GC/SOU*</td>
</tr>
<tr>
<td>Textiles and Fashion collection</td>
<td>[keyword], b8=GC/TFD*</td>
<td>Shoes, b8=GC/TFD*</td>
</tr>
</tbody>
</table>

Please allow up to 2 working days for retrieval when placing a request for a book in a departmental library, this includes when ordering in advance. For example, I need an item from the Ceramics collection on Friday 14 September, I would therefore select a start date of Wednesday 12 September so that it is available on my arrival.

For a step-by-step guide to requesting material, please see section 7.
5. Access Online Material
Your catalogue search results may include direct links to online content, including:

- E-books and e-journals
- Journal Articles (full-text and article citations)
- E-Resources

If available online, a link will show in the search results and catalogue record (circled below). The link will read Access online, View eBook, Access journal or View full text.

These links connect to both freely available and subscription material. Due to licensing restrictions, you can only access subscription material in the V&A Study Rooms.

To view a complete list of our subscription e-resources, click Resources (top menu bar) then select E-Resources.

We have also created a list of freely available art and design web resources. To access, click Course Reserves in the top menu bar and select E-Resources – Recommended and Freely Available (A-Z).

Find out more about:
- National Art Library: Art and Design E-Resources (Subscription).
- National Art Library: Freely Available Art and Design E-Resources
6. Create an Account
To request items to view in the library and our other study rooms, you will first need to join the library by creating an account. On your first visit to the library, you will need to show current ID (e.g. passport, bank card, National ID card, etc) and proof of address (e.g. bank statement, utility bill, driving licence, etc), in order to complete the process and be issued with a Library Card.

How to Create an account

1. Go to our Library Catalogue

2. Click on Resources (top menu bar) and select Create an Account.

3. Complete the form.

4. Please use an active email account as you will be sent a link to set your own password on completing the form.

5. Click on the link in the email you receive to set your password.
7. Request an Item
There are retrievals throughout the day and we are typically able to retrieve items within 90 minutes of receiving your request while we are open. You can request up to 8 items at any one time. We keep requested items on reserve for you for 3 working days. Find out about our opening hours and planned closures.

How to request an item

1. Go to our Library Catalogue.
2. Search for an item with the main search or Advanced Search.
3. Click the title of your selected item in the search results and click ‘Request Item’ (right sidebar). If the request button is not available, the item may be in a bound volume (see section 8).

Please note: If available online, you will see an ‘Access Online’ or ‘View eBook’ link (see section 5). Due to licencing restrictions, access to some online content is restricted to in the Study Rooms only.

4. Sign in using the ‘Visitor’ option. Upon logging in, you will see the request options below. Find out how to join by creating an account in section 6.

5. Tick the box next to your selected copy/copies. We recommend requesting a General Collection copy where possible.
   - Please note: It is only possible to request copies with the status ‘Available’.
   - If the item is ‘checked out’, please contact us to arrange access.

6. Tick the box ‘I need this for specific dates’ from the dropdown option to place a request for a future date. Your items will be held for 3 working days beyond the selected start date. Please leave blank if you are collecting items within 3 working days of placing your request. If the book is in a departmental library see section 4.

7. Click ‘Submit’ to complete your request.
   - Please note: Although you request items using the UK date format DD/MM/YYYY, the request confirmation screen uses the US date format of MM/DD/YYYY.
8. Request an Item in a Bound Volume (e.g. sale or exhibition catalogue, manuscript)
Some items in the National Art Library’s collection are grouped together, such as multiple items bound together in a single volume. This is often the case for sales catalogues, exhibition catalogues and some manuscripts and is indicated by the presence of ‘in [title]’ below the format icon and the lack of a request item button (right sidebar). You are unable to request these items individually and the record will appear as pictured below.

How to place a request on the bound volume containing your selected item

1. Click on the link next to ‘More Information’.

2. The catalogue record for the bound volume will open in a new tab. Click ‘Request Item’.

You will receive an email when your request is ready to collect at the National Art Library. Emails are sent hourly, so your item may be ready before you receive the email. To check the status of each request, login and go to ‘My Account’ (top right) and select ‘Requests’ from the dropdown. When your item is ready for collection, the status will be set as ‘Ready for pick up at National Art Library until [date]’.

If you have selected a specific date, you will only receive a confirmation email on the morning of the date you wish to view the item, once it is ready to collect.
9. Request Periodicals and Journals
Use of our online subscription content is highly encouraged and for preservation purposes we will not retrieve print journals that are available online in our reading rooms.

How to request Periodicals and Journals

1. Go to our [Library Catalogue homepage](#) and search for the journal title

2. In the search results page, limit results to ‘eJournal, eMagazine’ using the filters in the left sidebar.

3. If available online, click on the ‘Access Online’ button.

   A list of e-journals can also be found by clicking on ‘Browse E-Journals’ under the [Resources](#) drop-down menu from the top menu bar.

4. Click on the Journal title to view further bibliographic details and for a list of the National Art Library’s print holdings.

5. To request print holdings, scroll down to the year required, click on the title for that year, and then click ‘Request Item’ (right sidebar) and sign in as visitor. Find out how to create an account in [Section 6](#).

6. Under ‘I want these specific copies or volumes’ tick the box next to the closest date match (circled) and fill in the exact volume(s) you wish to consult in the box on the right (circled), for example v. 77, no.1, 2018. You can place a request for a run of issues; however separate requests must be placed if there are any breaks in the sequence.
**Please note:** It is only possible to request copies with the status ‘available’.

<table>
<thead>
<tr>
<th>Copy or Volume</th>
<th>Status</th>
<th>Item Location</th>
<th>Pick up location</th>
<th>Need a specific copy or volume?</th>
<th>Anything else we need to know about this request?</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR601_J</td>
<td>v.76 n.3(2017 Summer)</td>
<td>National Art Library Periodicals This item is held at the National Art Library which is open Tuesday – Saturday, 10:00 – 17:30. Please specify which volume/issu you wish to consult to help us satisfy your request.</td>
<td>National Art Library - National Art Library</td>
<td>National Art Library - National Art Library</td>
<td>National Art Library, Victoria and Albert Museum</td>
</tr>
<tr>
<td></td>
<td>v.76 n.3(2017 Autumn/Winter)</td>
<td>National Art Library Periodicals This item is held at the National Art Library which is open Tuesday – Saturday, 10:00 – 17:30. Please specify which volume/issu you wish to consult to help us satisfy your request.</td>
<td>National Art Library - National Art Library</td>
<td>National Art Library - National Art Library</td>
<td>National Art Library, Victoria and Albert Museum</td>
</tr>
</tbody>
</table>

If you need to place a request for a future date, see section 10. Your items will be held for 3 working days beyond the selected start date. Please leave blank if you are collecting within 3 working days of placing your request. You will only receive a confirmation email on the morning of the date you wish to view the item, once it is ready to collect.

7. Scroll down to the bottom of the screen and click ‘Submit’ to complete your request.

**Please note:** Although you request items using the UK date format DD/MM/YYYY, the request confirmation screen uses the US date format of MM/DD/YYYY.

You will receive an email when your request is ready to collect at the National Art Library. Emails are sent hourly, so your item may be ready before you receive the email. To check the status of each request, login and go to ‘My Account’ (top right) and click on ‘requests’.

If you have selected a specific date, you will only receive a confirmation email on the morning of the date you wish to view the item, once it is ready to collect.
10. Request an item for a Specific Date of Visit

1. Go to our Library Catalogue and search for an item using the main search or Advanced Search.

2. Click the title of your selected item in the search results and click ‘Request Item’ in the right sidebar. If the request button is not available, the item may be in a bound volume (section 8).

3. Sign in using the ‘Visitor’ option. Select an item from the Copy or Volume list. Find out how to create an account in Section 6.

The ‘I need this for specific dates’ dropdown option allows you to place a request for a future date. Leave blank if you are collecting your books within 3 working days of placing your request.

I need this for specific dates

From: dd/mm/yyyy

To: dd/mm/yyyy

‘From’ date: Please select the date of your visit.

Please request copies held by the National Art Library where available. Copies held by departmental libraries can take up to 2 working days from the selected start date to retrieve. All books in departmental libraries appear as follows:

<table>
<thead>
<tr>
<th>Copy or Volume</th>
<th>Status</th>
<th>Item Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>MET GOR</td>
<td>Available</td>
<td>National Art Library GC/MET, National General Collection: Metalwork - Art Library, 2 working days retrieval, This item is part of a V&amp;A department library.</td>
</tr>
</tbody>
</table>

‘To’ date: Leave blank, requested items will be held for 3 working days.

4. Click ‘Submit’ to complete your request.

Please note: Although you request items using the UK date format DD/MM/YYYY, the request confirmation screen uses the US date format of MM/DD/YYYY. You will only receive a confirmation email on the morning of the date you wish to view the item, once it is ready to collect.
11. Request NAL ‘appointment only’ Material
Some items in our collection cannot be retrieved immediately due to:

- Conservation and preservation policies. The item may be stored remotely or we need to make a condition assessment due to the fragility of the item.
- High value or uniqueness of an item. Senior curatorial authorisation is needed.
- Audio/Visual material that may not be compatible with onsite equipment, so we need to first check that the item can be viewed.
- NAL material (e.g. elephant folios) held in another study room. See section 13.

For these reasons, for some items you will not see a ‘Request Item’ button. Instead, you will see a message advising you that you need to make an appointment.

Please contact us and fill in an enquiry form where you can specify your exact request. Please make sure you include all the required information including the date you would like to see the item. It may take several working days to receive a reply.
12. Update or Cancel a Request
Login and go to ‘My Account’ (top right). Select ‘Requests’. The options to Edit or Cancel are shown for each request:

<table>
<thead>
<tr>
<th>Title</th>
<th>Submitted Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Manet to Hockney: modern artists’ illustrated books</td>
<td>10/10/2021</td>
<td>Not ready for pick up</td>
</tr>
<tr>
<td>National Art Library (Great Britain)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>London : Victoria &amp; Albert Museum, 1985</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print Book</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Edit your request**

Click **Edit Request** to change the details of the request. You can then:

- Change ‘Dates I need item’
- Change Item Description / Notes

**Click Cancel** to delete your request. Then click ‘Cancel request’ in the pop up box to confirm.

**Please note:** You are unable to cancel a request that is ready for collection.
13. Request Material held in other V&A Study Rooms
Some material in the library catalogue is held in V&A Study Rooms other than the NAL. The location will display under ‘More Item Details’

**Blythe House Archive & Study Room**

Availability of this Edition at Victoria and Albert Museum

<table>
<thead>
<tr>
<th>Shelving Location</th>
<th>Call Number</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC/AAD Special Collections: Archive of Art &amp; Design</td>
<td>AAD/1996/6</td>
<td>Available</td>
</tr>
</tbody>
</table>

*Note: This item is held at the Archive of Art and Design, based at Blythe House.*

**Prints & Drawings Study Room**

<table>
<thead>
<tr>
<th>Shelving Location</th>
<th>Call Number</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>GC/PDP General Collection: Prints &amp; Drawings Study Room</td>
<td>PDP REF,(DESK)</td>
<td>Copy D Available</td>
</tr>
</tbody>
</table>

*Note: This item is held at the Prints & Drawings Study Room.*

**Museum of Childhood**

<table>
<thead>
<tr>
<th>Shelving Location</th>
<th>Call Number</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>GC/MoCR General Collection: MoC Reference Collection</td>
<td>BE.1.3 JOH</td>
<td>Available</td>
</tr>
</tbody>
</table>

*Note: This collection is unavailable during Museum redevelopment.*

You will need to request an appointment to view this material. Contact details and further information can be found on the [Study Rooms webpage](https://www.vam.ac.uk/studyrooms).