Guidelines for Handling the Printed Collections

Damage is cumulative, but correct handling of books, newspapers and maps will aid in their preservation. We ask that you, our readers, play your part in the preservation process, by observing the following rules:

- Food and drink are strictly prohibited in the Reading Rooms.

- Pencils only must be used when taking notes. Pencils are available from the reading room counter.

- Clean hands will help prevent marking and staining of paper and bindings. Cotton gloves are available from the reading room counter.

- Never lean on a book, newspaper or map, rest your notes on it, or run your finger along the pages.

- If you need to mark your place in a book, newspaper or map please use the acid-free slips provided.

- Please turn the leaves of map volumes, newspapers and books with fold-out pages or other large fragile volumes singly, to avoid creasing or damaging other leaves.

- Never force a book, newspaper or manuscripts to open flat (there are special book supports available on request) and never rest an open book face down.

Please consider the often unique nature of these collections and take all possible care to avoid tearing, folding, bending or creasing the material. If you are consulting material from our rare book collections please note that:

- A maximum of three rare books can be issued at one time.

- Tables 20-23 and 38-39 in the Reading Room are reserved for the use of readers consulting material from the L.O., Joly and Dix and other rare book collections.

- The Librarian on duty will give you the rare book and s/he can offer any advice about handling the item.

- Prior to issuing the rare book, it is necessary for Library staff to make a few standard checks about the item, so a short delay may be expected.

- A rare book should be placed upon the book cradles provided

- If you are uncertain about any aspect of use or the condition of an item, or if you have any questions or suggestions regarding the safe handling of any item please seek advice from the staff. Remember that Library staff are here to assist you!

- Please comply with staff directions on the use and handling of all Library material.

Thank you