

## Archives and Special Collections - Reading room regulations

Most of our material is unique and irreplaceable. Please abide by the following regulations in order to ensure that the archives and books you use survive for future generations:

### **You must always:**

- **use a pencil in the reading room**
- leave bags larger than A4 size in the care of the reading room supervisor
- handle the archives and books carefully
- make sure that your hands are clean before consulting material
- wear the gloves provided
- avoid putting strain on the spine of an open volume - don't try to force it to lie flat; don't leave it lying open face downwards, don't mark your place with anything other than a strip of acid-free paper
- protect the material by using the book supports when asked to by the reading room supervisor
- open only one file, box or bundle at a time to avoid mixing paper between files; ensure that you return files with the pages in the original order in which you received them

### **You must never:**

- smoke anywhere inside the building
- use a pen or an eraser
- eat or drink in the reading room
- use flash photography
- touch images or the text of documents
- mark documents in any way
- lean on, or place anything on top of, documents, plans or books, whether open or closed
- try to force documents to open - if you are having difficulties the reading room supervisor will be pleased to help
- try to cut the pages of uncut books – please report any uncut pages to the reading room supervisor

Thank you for your co-operation  
Victoria Peters, University Archivist