

Handling of Archives and Special Collections

1. Visitors will be expected to treat items with great care at all times in order to minimize the risk of damage.
2. Rare books and documents will not be issued to visitors if they are in a fragile condition.
3. Where transcripts or microfilm copies exist they should be used instead of the original documents.
4. Visitors should make sure that their hands are clean and dry before handling any rare books or documents.
5. Visitors must use the gloves provided when handling particularly rare or fragile books or documents.
6. Visitors must use the book support rests provided and snake weights or weight bags to hold open the pages of books or documents.
7. Visitors may use graphite pencils but are not permitted to use any type of pen in the Reading Room.
8. Visitors must not write in or mark in any way rare books or documents. Acid free paper slips are available from the Reading Room supervisor to mark the text.
9. Visitors must not touch the text or image on the page.
10. Visitors must ask the Reading Room supervisor for assistance with opening tightly bound or new books.
11. Visitors must ask the Reading Room supervisor to cut the pages of an uncut book.
12. Visitors may not trace items without the permission of the Reading Room supervisor. If permission is given, a transparent protective sheet will be provided, to be placed between the tracing papers and the rare books or document.
13. Nothing should be placed on a rare book or document when it is being read; rare books and documents must not be marked, defaced or damaged in any way.
14. Files and bundles should be repacked exactly as found. Visitors must not rearrange the order of loose pages or remove any tags, staples or other binding.
15. The Reading Room supervisor should be informed immediately of any damaged, defective or misplaced items.