

Special Collections Reading Room – Key Guidance

Note-Taking

- **Pencils and laptops only** (no pens, highlighters, or sticky notes).
- Laptop sockets are under the wooden flaps in the centre of the tables.

Handling Materials

- Handle all items with **clean, dry hands**. (No hand sanitiser)
- Support material using **cushions** available under the windows.
- **Never open books flat**—use the angled supports provided.



- Turn pages carefully: use a page turner if needed.
- Use **snake weights** for holding pages open, and avoid placing on text or illustrations.
- Use nitrile gloves for photographs and hold them by the edges.
- **Do not mark or annotate any collection material.**
- Only flag pages with **acid-free paper slips**, available from the staff desk.
- Retain the order of loose material in folders and of folders within a box.
- Do not drag books across tables.
- Always carry materials **with two hands, and carry books closed**.
- **Return all materials to staff when leaving:** items can be reserved.

Food & Personal Items

- **No food or drink**, including bottled water.
- Use courtyards or the Tea Room for breaks.
- Leave coats and bags (including clear plastic bags) outside the Reading Room: lockers and coat hangers are available.

Removal & Security

- No collections items may leave the Reading Room.
- Be prepared for staff to check your papers/laptop at exit.

Photography

- Photography is allowed for most items but **check with staff first**.

If in doubt, always ask staff for assistance