



Handling and using archives and fragile printed material

The material from Secure Reference is rare and irreplaceable. We ask you to abide by the following regulations to ensure that these materials survive for future generations.

You should always:

- ask a member of staff to retrieve material from Secure Reference for you
- **use a pencil when consulting material** (available from the issue desk)
- keep your workspace clear placing all bags under the table
- handle the records and volumes carefully
- make sure that your hands are clean before consulting material
- 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 and don't mark your place with anything other than a strip of paper
- open only one volume, 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 should not:

- use a pen or an eraser as these may damage documents
- eat or drink in the library, including bottles of water, chewing gum and cough sweets
- photograph items without staff permission, please ask at the issue desk first
- photocopy archives or fragile items as this can cause irreparable damage
- touch 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 staff will be pleased to help.

**Thank you for your co-operation in ensuring the survival of
these materials for generations to come.**