



Reading Room Rules

1. Introduction

- 1.1 Because of the unique, fragile and irreplaceable nature of the material consulted in the reading room a number of rules governing the use of archives and special collections are in place which must be followed by all users.
- 1.2 These rules are enforced to improve the security of the items consulted and to ensure their continued preservation through proper care and handling.

2. Registration

- 2.1 On their first visit to the reading room every reader will be asked to register by filling out a registration form. They will be also asked to present a piece of photographic ID (such as student card, driving licence, passport) as evidence of identity.
- 2.2 The readers register should be signed by users on every subsequent visit to the reading room.

3. Prohibited material

- 3.1 The following items may not be brought into the reading room:
 - Bags
 - Coats and any other outdoor garment or piece of clothing which in the opinion of staff might be used to conceal items from the collection
 - Food (including sweets, snacks and chewing gum) and drink
 - Cigarettes, matches, lighters
 - Newspapers and magazines
 - Pens, marker pens, ink
 - Staplers, hole punches, erasers (including erasers attached to pencils), compasses or any other pieces of equipment which may mark / damage documents
 - Correcting fluid (such as Tippex), adhesive tape (such as Sellotape) or adhesives

3.2 Any other items which in the opinion of staff might cause harm to items in the collections or prejudice their security may also be prohibited from the reading room

4. Consultation and handling of items from the collections

4.1 When consulting material from our collections please note that:

- No material may be removed from the reading room
- No items may be placed on the floor
- No pens may be used in the reading room (pencils should be used to take notes)
- Only 4 volumes or 1 archive box can be consulted at any one time

4.2 Material issued to readers must be handled with care. Readers must not:

- Lean on books or documents
- Write on or mark an item
- Fold or crease an item
- Allow an item to hang over the edge of a table
- Handle photographs and negatives without using the gloves provided
- Lick or moisten fingers when handling an item
- Remove any tags, clips or staples from documents
- Re-arrange the order of loose pages

4.3 Readers must use the reading aids such as book cradles, gloves, weights provided by staff

5. Copying and reproduction

5.1 Photocopying of items can only be carried out by members of staff. Users can order copies by filling out a copying request form.

5.2 The use of digital cameras and other items of recording equipment is permitted in the reading room by prior arrangement with reading room staff. Users of digital cameras will be asked to sign a declaration form confirming that the images taken are for personal research purposes only.

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