Welcome to Special Collections & Archives. Observing our rules and procedures in the Reading Room helps keep our collections intact, and allows staff to meet your needs effectively.

Please:

- Use the lockers and stands provided to store coats, bags, umbrellas and other bulky items.
- Put mobile devices on silent or switch them off, and keep noise to a minimum.
- Sign the visitors’ book on entering and present some form of photographic ID.
- Comply with any requests made by Special Collections & Archives staff.
- Read the Document Handling Guidelines set out below.
- Do not bring food, drink, folders, pens or ink into the Reading Room.

Document Handling Guidelines

Please:

- Ensure your hands are clean and lotion-free before handling material.
- Use a pencil or laptop for taking notes.
- Use the book supports and weights provided. You may need to adjust the support so it cradles the book properly. Please ask staff if you have any queries or concerns.
- Keep loose items in order, and in the correct box or packet.
- Where present, re-tie tapes round books or folders after use.
- When handling photographic material, use the nitrile gloves provided.
- Seek permission to take photographs. The use of flash photography is not permitted.
- Report any damage you discover to staff.
- Comply with Copyright and Data Protection legislation.

Please do not:

- Remove items from the Reading Room.
- Mark, or make erasures, in any item.
- Place open items face down, lean on or rest anything on top of them.
- Cut untrimmed pages: hand the item to a member of staff at the desk.

Thank you for your cooperation.