



## UNIVERSITY LIBRARY

# Special Collections Reading Room Rules

### Conditions

- Readers must present acceptable ID e.g. university ID, passport, driver's licence
- Readers complete a slip with the author, title, collection and call number of the item required
- All readers must sign the Register each time they enter the Reading Room
- Only one item is issued at a time
- Readers may deposit belongings with the Special Collections Librarian  
No bags, coats, umbrellas or cameras, etc., are permitted in the Reading Room  
Lockers are provided
- NO food, chewing gum, drink, scissors, sharp instruments, ink, pins, adhesives or correcting fluid in the Reading Room

### Care and conservation

- Read the conservation guidelines in the *Be Kind to Books* pamphlet
- Please wash your hands or use gloves or acid free pincer when consulting items
- Use pencil only in the Reading Room
- Always support the text block (use book supports/cushions). Use book snakes to keep pages in place
- Leave any slips within the books and retie any tapes

### After consulting material

- Please leave items in the Reading Room
- Advise Special Collections staff if you require the item again or if it can be returned to the shelves. Use "In use", "No longer required" slips

### Security

- Special Collections material may not be taken from the Reading Room
- Readers are not permitted in the office or stacks
- Readers are not to admit others into the Reading Room

### Copying

- Copying is subject to copyright law, the item's condition and Library policy on providing copies from special collections
- Copying of any item must be approved by the Special Collections Librarian
- Ask for a request form from the Special Collections staff
- Allow at least 48 hours for copying services
- Collect copies from Copying Services on Ground Floor, Central Library. Items copied by the overhead scanner at Hocken will be posted