

HANDLE WITH CARE

All collection material should be handled carefully. When consulting a manuscript or a rare printed book, always use book supports. Forcing books to open wider than they naturally open may break the spine. A selection of book supports and weights is available for your use. Please ask a member of staff for assistance if required.

Please use the available weights to hold the pages open and never place books face down. Leaning or placing laptops, other books, boxes or anything else on open books may damage the binding structure.

Touch and turn pages only at the blank margins, not at the printed or written areas. Acid-free paper slips are available for following text. Do not touch illuminations. No tracings of any material or rubbings of bindings are allowed.

Please keep your desk tidy and ensure you have adequate desk space, particularly when consulting maps or plans. Most books will be stored in an archival box. Please keep the box with the book at all times and return the book in its box as issued to the enquiry desk.

Please do not use Post-it notes. Acid-free paper flags are available to identify pages of interest or for photocopying.

Please handle photographs and microfilms by the edge.

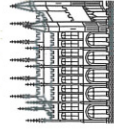
Please ask staff for advice if items have unopened pages. Do not attempt to cut or tear unopened pages yourself. Please notify Reading Room staff of any fresh damage, especially detaching pieces or loose pages.

HANDLE WITH CARE

GUIDELINES FOR SPECIAL COLLECTIONS READERS

no person shall, under a penalty of three shillings and four pence, lean on any book while reading, or spread paper or any paper or parchment book upon any book and so write on it; for it will by such means be injured either by spilling ink over it, or dogs-eating the leaves, or dirtying them, to the no small damage of works so famous

Bodleian Statutes 1615



Bodleian Libraries
UNIVERSITY OF OXFORD

CONSERVATION AND
COLLECTION CARE

Bodleian Library
Oxford OX1 3BG

<http://www.bodleian.ox.ac.uk/services/conservation>

The care of our collections is the joint responsibility of the Bodleian Libraries and their readers. Please take time to read these guidelines and ensure that your activities help to safeguard the future of our collections.



USING THE LIBRARY

Please do not bring bags, coats and umbrellas into the Reading Room. Clear plastic bags are available for your use. Present your library card for inspection when entering the Reading Room.



NO FOOD OR DRINK

Help keep the library clean and pest free. Please do not bring any food or drink into the Reading Room. This includes water bottles, sweets and chewing gum.



CLEAN, DRY HANDS

Please wash your hands before entering the Reading Room. This will prevent transferring grease and dirt onto collection material. If handling photographs or microfilms, you may be required to wear gloves.

SILENCE PLEASE

Please turn off the sound on your electronic devices to avoid disturbing other readers.



PENCILS ONLY

Pens, highlighters and crayons should not be used in the Reading Room. Pencils, pencil sharpeners and erasers are available for use from the enquiry desk.



NO SCISSORS OR BLADES

Sharp implements may not be brought into the Reading Room.



PHOTOGRAPHY

Please enquire about photocopy and imaging services at the enquiry desk.



IN THE READING ROOM



A reader may order up to 10 items per day, however a reader may have up to four items only on the desk at any one time. Only one box of single sheet material may be consulted at any one time.



No two readers may look at the same item together without permission.



Please close books whenever you leave your desk. Acid-free paper slips are available to mark your page.



All material must be returned to the reserve on request or whenever the reader leaves the room for any length of time; if you leave the room only for a short time you should inform the staff at the reserve desk.

