

# PRINTED SPECIAL COLLECTIONS HANDLING GUIDELINES

Caring for the collections at Gladstone's Library is the responsibility of users as well as staff. Conservation repairs to damaged items costs hundreds of pounds – careful handling costs nothing.

*Please help us to look after our printed collections for future generations by agreeing to adhere to the following handling guidelines:*

## Before getting started

- Wash and thoroughly dry hands before consulting special collections items – the oils from your hands, as well as moisturiser and hand sanitiser, will stain the paper;
- No liquids, including bottled water, are permitted while you are working with special collections;
- Use a pencil and paper, and/or laptop only for taking notes – no pens or ink of any kind are allowed;
- If you need help at any point or are unsure, please speak to staff – we are happy to help!

## Handling the books

- Handle all items carefully, regardless of age;
- Use the book cushion provided to properly support the book's spine and binding – ask a member of staff if you need help positioning the book;
- Where possible, do not open books beyond a 45 degree angle – wider angles put pressure on the spine and risk pages becoming loose;
- Use a snake weight to hold pages open where they do not naturally lie flat. Carefully rest the weights over the corners of pages, avoiding text and images;
- If you are not working with the book directly, close it and lay it flat on the book cushion;
- Take extra care if a book is tied with fabric tapes – it is likely that some of the pages or binding are loose;
- Do not lick fingers to separate pages;
- Handle pages by the edges and avoid touching the surface of text or illustrations;
- Turn pages one at a time and ensure that the spine is properly supported at all times;
- Do not use your finger to follow the line of text you are reading – use an acid-free card strip (available on request);
- Do not lean or put pressure on books while using them;
- Do not put any of your belongings on top of the books;
- If you need to keep your place in a volume, please use an acid-free card strip;

- Do not lean or put pressure on books while using them;
- Do not place any of your belongings on top of books;
- If you notice any damage to books, or if a book becomes damaged while issued to you, notify a member of the library staff immediately;

Returning your special collections items:

- Close the book and leave it on the book cushion;
- Please do not carry the book to the enquiry desk yourself – tell a member of staff who will put it away for you and, if necessary, issue you with the next item you have requested to see
- Ensure any fabric tapes are securely refastened with the knot over the text-block at the top – ask a member of staff if you are unsure.
- All printed special collections items need to be returned at 4:30pm, and any time you intend to leave the reading rooms for lunch or for a break.

Taking pictures of special collections items:

- If you would like to take pictures of any of the special collections items using a digital camera or a camera on your mobile phone you must complete one of our Self-Service Photography Forms. DSLR cameras and other high-resolution devices such as hand-held scanners are not permitted;
- Special collections items should not be placed on a copier or any other device. If you would like to have an item scanned and emailed to you, please complete our Printed Collections Reprographics form;
- Due to copyright law any images of special collections items must be for your own research purposes unless a Licence Agreement Form has been completed and signed to indicate that appropriate rights clearance checks have been performed.

If this is your first time using special collections and you would like some support or if you have any questions about using items from our collections, please don't hesitate to ask a member of the library staff who will be able to help you.

*I agree to follow the guidelines outlined above while I am working with special collection items and I understand that if I fail to follow these guidelines I will have the items removed.*

Signed: .....

Date: .....

Full name (in capitals): .....

*Thank you for helping us look after the collections at Gladstone's Library.*