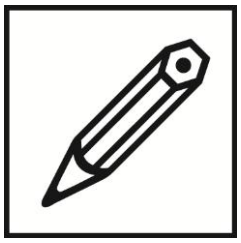


Reading Room Requirements



- Coats, bags and umbrellas should not be brought into the Reading Room
- Use lockers provided
- Wash your hands and dry thoroughly before going into the Reading Room
- Do not eat or drink in the Reading Room
- Use pencils or a laptop for making notes
- Do not use pens or highlighters
- Keep your workspace tidy
- Use book supports and book snakes where/when necessary
- Do not lean, rest or write on top of collection items
- Do not touch the text or image on the page
- Do not fold over the corners of pages
- Do not insert bookmarks or attach post-it notes to collection items
- Use acid-free paper slips provided to mark pages and follow text
- Do not use flash photography







Collection Care Icons are licensed under a Creative Commons License © The British Library Board www.bl.uk/blpac/

Using the Reading Room

Term-time opening hours: Monday-Friday 09.30-16.30

Collection care

The main cause of damage that library special collections sustain is through poor handling. Damage is often cumulative and not immediately apparent. A culture of good handling will ensure continued access to collections and help preserve them for future generations of users. **All users have a responsibility for the care of the collections.**

- All bags and coats must be left in lockers located in the locker room behind the Library Help Point. Please ask at the Library Help Point for a key.
- Ring the bell outside the Reading Room to gain access.
- Use of pens is strictly prohibited. Only pencils and computers may be used for taking notes and **material must not be marked in any way**.
- There are spaces with power sockets available for laptop users. Please set **laptops and mobile phones to silent** as this is a quiet study area.
- Hands must be clean and dry.

Photocopying

- **Early printed books and manuscripts are not permitted to be photocopied**. However, they may be photographed without the use of flash.
- Photocopying of other reference-only material in the closed access vault is done by Special Collections staff. **Please note that the physical condition of an item may prohibit any copying.** Request forms including details of charges for copying and any postage costs are available at the Reading Room desk. All orders will be processed promptly, but readers should expect to wait up to three days.
- Self-service photocopying is permitted on any material that may be borrowed as long as UK copyright law is adhered to. Visitors to Hope University may borrow a photocopying card to which photocopying credit can be added.

If you have any enquiries about the Reading Room and Special Collections please contact **Karen Backhouse, Special Collections Cataloguer**.
E: backhok@hope.ac.uk T: 0151 291 2027