

# Reading Room Collections and Archives

## Rules for handling rare books, archival material, images and maps

We kindly ask you to carefully follow the present instructions. By doing so, you are helping to preserve our precious and partially unique holdings.

### **Food and drinks**

Are not permitted in the reading room for the protection of documents.

### **Cleanliness**

Make sure your hands are clean and free from grease when using the documents.

If possible, wash your hands before use.

### **Opening and turning pages**

Avoid opening old books to an angle of 180°.

Please use the foam cushions provided by the specialist staff.

Use only the lead snakes supplied to hold open pages.

Turn the pages carefully to avoid damaging fragile paper.

Lay large-format documents such as blueprints and maps on large tables.

### **Notes and bookmarks**

Please use only pencils for your notes. This avoids damaging the documents unintentionally.

Do not write in the books or on the documents or use them as desk pads.

Use the acid-free bookmarks you find on the tables to mark individual pages.

Remove the slips of paper you have inserted after use.

Never use Post-It notes as the glue damages the paper and binding.

### **Photocopying and photographing**

Making photocopies or taking photos by yourself is not permitted without consulting our specialist staff.

The staff are on hand to discuss your copy needs.

Photocopies and reproductions place a great strain on old documents.

Please try to restrict your orders to the bare essentials.

### **Damage**

Please inform the specialist staff of any damage to documents.