Handling books and bound volumes

- Ensure that you have clean dry hands
- Keep documents flat on the desk. **DO NOT** wander around the room with collection items.
- Keep your workstation tidy, providing enough space around collection items.

Place bound volumes on foam book supports. **DO NOT** lay a book open flat on the desk. The amount of supports required will depend on how far the volume naturally falls open.

**NEVER** force open a volume as this will damage the spine.

First place the spine in the resting place and then open the volume to a point somewhere in the middle. Then find the page you were looking for turning the pages carefully.

**DO NOT** lick your fingers to turn pages.

Use snake weights to hold pages open rather than pushing down on them or trying to smooth them down with your hands.

**DO NOT** touch the text or image on the page.

**DO NOT** pull out a volume from beneath a pile.

Move them one at a time to select the volume you wish to consult.

If the volume has fold out sheets unfold these carefully on a flat surface without forcing them open.

If the sheet is attached to the volume ensure that there is additional support to hold it in place.

If you have any concerns or questions please speak to a member of reading room staff.