

# 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.



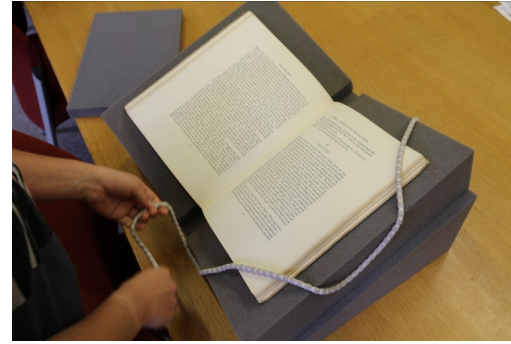
Place bound volumes on foam book supports. **DO NOT** lay a book open flat on the desk. The amount of supports required will depend on how far the volume naturally falls open.

**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.

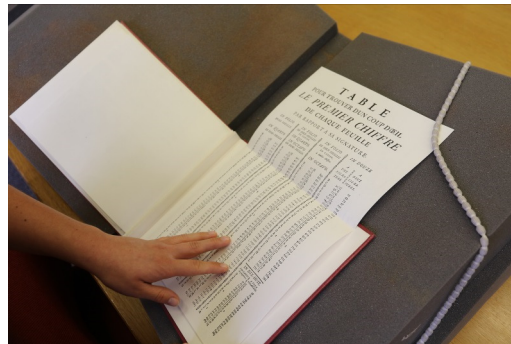


**DO NOT** pile volumes too high on the desk.

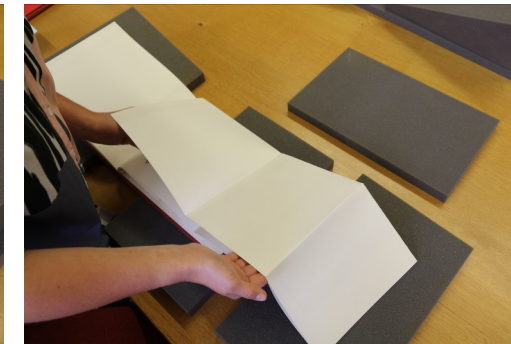


**DO NOT** pull out a volume from beneath a pile.

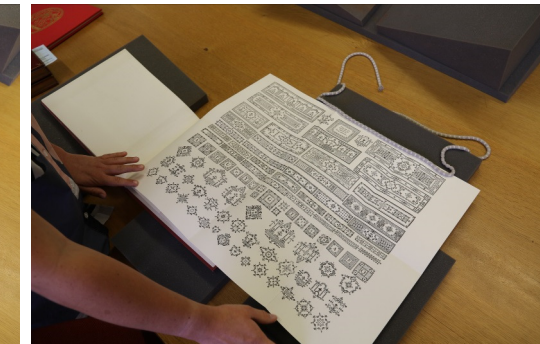
Move them one at a time to select the volume you wish to consult.



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.**