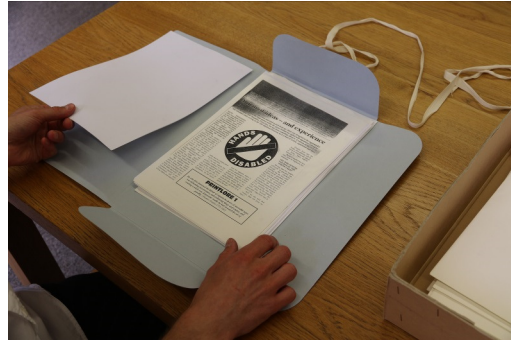


Handling loose documents and files

- 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.

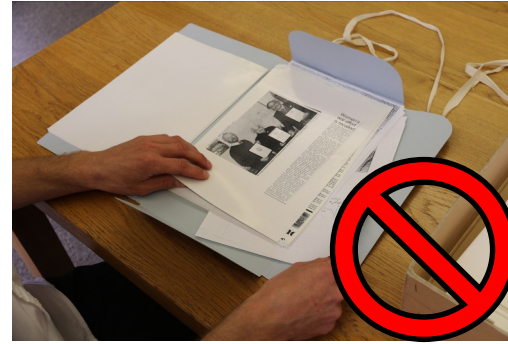


If several files have been issued to you, consult one file at a time keeping them in the order in which they were presented to you.

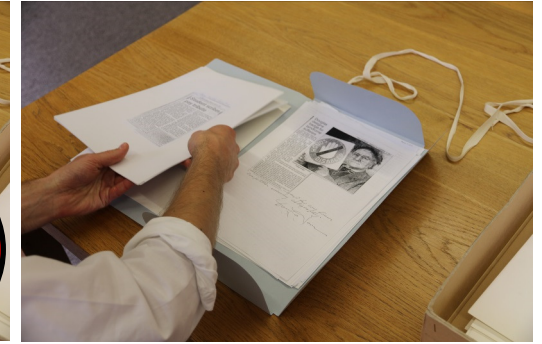


Ensure that the order of the documents within a file is preserved by turning one page at a time and piling them neatly face down when finished.

DO NOT lick your fingers to turn pages.



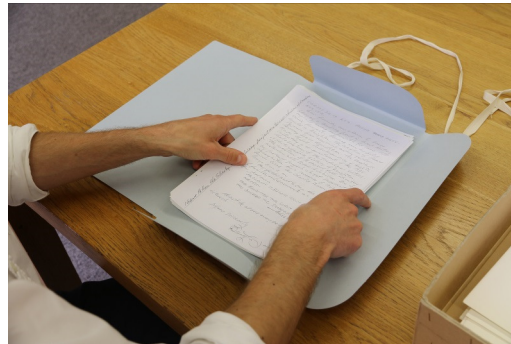
DO NOT pull individual papers from beneath or from between other papers.



Treat them as though they were a bound volume, opening the page to the one you want to consult.



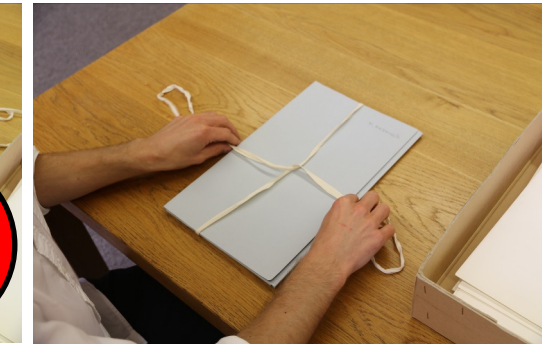
If the documents are secured with a treasury tag, please leave this in place. Make sure the string is slack enough to enable the steady movement of one page at a time and pile these neatly.



Once you have finished consulting a file of documents, turn the pile over neatly so that they are face up again and in the order in which they were presented to you.



DO NOT knock pages on the desk to straighten them.



If the files were tied up, re-tie at the end with a bow if you feel able to but please allow a member of staff to do this if not.

DO NOT tie in a knot other than a bow as this makes it difficult for the next user to access the file.

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