

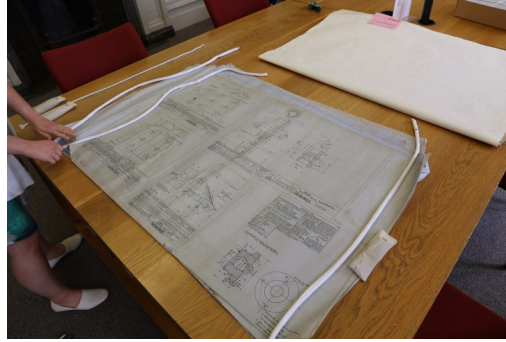
Handling rolled maps and plans

- 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.



Several people may be needed to roll out large items such as maps.

DO NOT attempt this by yourself.



Use designated collection weights at the edges to hold the document flat.

DO NOT place anything other than designated weights on the surface.



Make sure you have enough desk space before unrolling a map or plan.



Roll out steadily on the reading room desk ensuring that the entire item is on the surface.

There should be no overhang over the edge of the desk.



For large flat plans and drawings, make sure you have enough desk space to view a drawing **AND** place it to the side in order to view the next drawing.



DO NOT drag drawings or plans across the desk to move them. Lift them and place them down gently.



Never trace a plan or drawing.



DO NOT remove maps/plans/drawings if they are in a protective melinex sleeve.

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