

# Library of the Society of Friends – Resources Handling Guide

## General rules

- Hands should be clean, dry and free of creams and lotions. Please be aware that there is a risk of damage to material from nail polish as it can mark the surface of paper.
- Material should be used on a table. Do not place items over the edge of the table, on the floor, chairs or windowsill or on your lap.
- Do not lean on material or use improvised devices to prop up volumes or weight pages open.
- Do not lick your fingers to separate pages.
- Notify library staff if you see any evidence of insects or rodents, mildew, damp, or unusual dirt or deterioration

## Books

- Always carry the book closed and with two hands.
- Look out for vulnerable areas in the book and take extra care where these are observed.
- Do not open books flat on the table; use book supports and cushions which will be provided for you by Library staff.
- Adjust the book supports to suit different book openings when examining different parts of the book.
- Use extra support for fold-outs and/or fore-edge flaps.
- Use snake weights to hold open leaves. Avoid placing the weight on text areas
- Do not mark or annotate the leaves of manuscripts or rare books.
- Do not drag books across the surface of the table
- Turn pages in volumes slowly and with care, ideally from the top right corner rather than the bottom right. This reduces the chance of tearing more fragile pages.
- Uncut pages (where the folds in the quires have not been cut, preventing the turning of single pages) should be referred to the Reading Room staff.
- Do not lie books face down. Staff will provide acid-free page markers to help you keep your place.

## Loose papers

- Consult loose papers one file at a time.

- Place the file flat on the table and turn pages over with care, retaining the original order.
- Keep tags and fastenings in place.

## Oversized Items

Carefully unroll maps and use the soft weights provided to hold the edges down.

## Photographs

Use nitrile gloves when handling photographs and hold them at the edges

Do not remove material from transparent sleeves without the permission of Library staff

If you are unsure of the safest way to handle any of our resources, ask for assistance from the reading room staff.