The following items are **not permitted** in the Special Collections Reading Room:

- Food and drink, including bottled water and chewing gum
- Coats, bags and umbrellas - these should be stored in the lockers provided
- Pens, highlighters and correction fluids
- Adhesives, paperclips and staplers
- Material from elsewhere in the Library (e.g. books, journals, newspapers or maps) from contemporary collections; without the prior consent of Special Collections staff
- Newspapers

Please adhere to the following general rules and regulations:

- A valid student card, staff card or visitor card is needed to consult material in the Special Collections Reading Room.
- Readers must complete a *Special Collections & Archives: Reader Application Form* before consulting material in the Special Collection Reading Room.
- External readers and members of the public should present photographic identification to support their application (passport, driver’s license, student card, staff card etc.).
- Smoking is not permitted in the Special Collections Reading Room.
- Readers should observe silence (insofar as possible) when in the Reading Room in order to provide an environment conducive to study.
- Mobile phones should be powered off or muted at all times.
- Special Collections material cannot be borrowed and must only be consulted in the Special Collections Reading Room.
- Readers must sign the visitor book at the Special Collection Enquiry Desk each day.
- Photographing, photocopying and scanning Special Collection material is strictly prohibited, unless prior consent is obtained from staff in Special Collections.
- If requested by Special Collections staff, readers must wear protective gloves when consulting manuscript and archival material. Book supports and cushions must also be used as necessary or at the advice of staff.
- The Library does not accept any liability for personal belongings stored in the Special Collections lockers.
- Great care should be taken when handling Special Collections material. Readers are ultimately responsible for the safety of material during the period of consultation.
- Readers are advised to read the *Special Collections & Archives: Handling Guidelines* before consulting material.
- Readers must not lean on, fold or crease pages, mark or otherwise damage Special Collections material.