

| HANDLING ITEMS FROM RESTRICTED AREAS

Caring for the collections at Gladstone's Library is the responsibility of users as well as staff. Conservation repairs to damaged items costs hundreds of pounds – careful handling costs nothing.

Please help us to look after the collections for future generations by adhering to the following handling guidelines:

- Ensure you have clean, dry hands before handling items;
- Handle all age items carefully, regardless of age;
- You *must* use the provided book cushion for all bound items;
- No liquids, including bottled water, are permitted;
- Pencils, paper, and/or laptop only – *no pens or ink of any kind are allowed*;
- Keep archive items in the order they were issued;
- Do not lean or put pressure on items while using them – please request a snake weight to hold items down if required;
- Consult loose items one at a time;
- Do not lick fingers to separate pages;
- Do not use your finger to follow the line of text you are reading – use an acid-free card strip (available on request);
- If you need to keep your place in a folder or bound volume, please use an acid-free card strip;
- If you notice any damage to items, or if an item becomes damaged while issued to you, notify a member of the library staff immediately.

If you have any questions about using items from restricted areas, please ask a member of the library staff who will be able to help you.

Thank you for helping us look after the collections at Gladstone's Library.