

| ARCHIVES READING ROOM REGULATIONS AND HANDLING GUIDELINES

Caring for the collections at Gladstone's Library is the responsibility of users as well as staff. Please help us to look after our archival collections for future generations by agreeing to adhere to the following access, security, and handling regulations.

BEFORE YOU ARRIVE

You must allow at least **fourteen days** between request and access. We cannot guarantee access if requests are submitted after that time.

Access is granted **Monday to Friday, 9.30am-1pm and 2pm-4.30pm**. There is no document retrieval on weekends.

Please note a maximum of ten folders can be viewed in one day.

We reserve the right to withdraw items or to ask you to view a digital copy of the original item (if one is available) if the item is not suitable for access because of the item's fragility.

Only one folder may be viewed at a time, and only at the designated supervised invigilation desk in the Reading Rooms. Items may not be removed from this desk.

To view archival items you need to be a Resident at the Library, a registered Reader, or sign up as a Researcher for the day.

To join as a Reader or sign up as a Researcher, you will need to fill out a quick form when you arrive in the Reading Rooms and show photographic ID and proof of your address.

If you will be a Resident at the library, you will need to show your room fob, photographic ID, and proof of address.

WHEN YOU ARRIVE AT THE READING ROOMS

Please check in with the Enquiry Desk staff in the Reading Rooms on your arranged day.

Once they have checked your ID and you have joined as a Reader, signed up as a Researcher for the day, or demonstrated that you are a Resident, they will get you set up at our supervised invigilation table.

As is standard practice in libraries while consulting archives and special collections, at the invigilation table you are not allowed coats, bags, food, or liquids, including bottles of water and pens. To take notes, please use a pencil and paper, and/or a laptop/tablet.

Coats and larger bags can be left in our cloak room, which the Enquiry Desk staff and Gladstone's Library's Reception staff can show you. Smaller bags such as backpacks and handbags can be left behind the Enquiry Desk.

If this is your first time visiting an archives and you would like some support or if you have any questions at all about using items from our archives, please don't hesitate to ask a member of our Enquiry Desk staff— we are very happy to help! We want you to feel confident and at ease.

BEFORE GETTING STARTED

Wash and thoroughly dry your hands before consulting archival items. The oils from your hands, as well as moisturiser and hand sanitiser, will stain the paper.

Papers should rest flat on the tabletop without supports but you must use the provided book cushion for all bound items. Use the book cushion to support the spine of the book and never force open a volume with a tight binding.

For bound items, please request a snake weight to hold pages down where they do not naturally lie open. Carefully rest snake weights over the corners of pages of books and only rest them on the white spaces of the page, avoiding any text.

HANDLING THE ARCHIVAL ITEMS

Conservation repairs to damaged items costs hundreds of pounds and some damage can't be repaired— careful handling costs nothing. While handling archival items, please remember:

- Archival items are unique so handle all items carefully, regardless of age;
- Consult loose items one at a time, turning pages one by one;
- Do not lick fingers to separate pages;
- Handle items by the edges using **two hands**, and avoid touching the surface of text or illustrations;
- Keep items lying flat on the table or on a book cushion and do not hold them up to try to read them;
- Do not lean or put pressure on items while using them;
- Do not put any of your belongings on top of the items;
- Do not use your finger to follow the line of text you are reading – use an acid-free card strip (available on request);
- Keep items in the order they are given to you. In archives we preserve the order the creator of a collection kept them in wherever possible. This can tell us as much about a person as the content of the records themselves;
- Remove any paperclips from pages when you are opening them up and turning them and then make sure you put the paperclip back in the right place;
- If you need to keep your place in a folder or bound volume, please use an acid-free card strip;
- Do not square papers by tapping their edge on the table top, keep papers aligned as you turn them;
- Some files may contain sub-folders that indicate that they contain fragile items. Please be particularly careful when handling these items;
- If you notice any damage to items, or if an item becomes damaged while issued to you, notify a member of the Reading Room staff immediately.

RETURNING YOUR ARCHIVAL ITEMS

Archival items will be given to you one folder or bound item at a time. When you have finished looking at something, please do not carry it to the Enquiry Desk yourself. Tell a member of staff who will retrieve the folder and issue you with the next one you had requested to see.

Ensure any cotton ties are securely refastened but do not cut into bundles.

All archival items need to be returned at 4:30pm, and any time you intend to leave the reading rooms for lunch or for a break.

TAKING PICTURES OF ARCHIVAL ITEMS

If you would like to take photographs of any of our archival items using a small digital camera or the camera on your mobile telephone during your viewing you must complete one of our *Self-Service*

Photography Forms and there is a charge of £5 for a day or £10 for a week. DSLR cameras and other high-resolution devices such as hand-held scanners are not permitted.

Archival items should not be placed on a copier or any other device. If you would like to have an archival item scanned and emailed to you, please complete our *Archives Reprographics Form*.

Due to copyright law, any images of archival items must be either for your own research purposes or for in-person education unless a *Licence Agreement Form* has been completed and signed to indicate that appropriate rights clearance checks have been performed. Images cannot be shared, published, or put online in any manner.

Items containing personal data cannot be photographed or scanned due to data protection laws.

Some items, such as bundles, may be too fragile to photograph. Please bear this in mind when deciding the length of your research visit.