



## **University of Bath Archives & Research Collections: Reading Room Rules**

Welcome to Archives & Research Collections. Please take a moment to read these simple rules designed to safeguard our collections for the benefit of all.

On arrival, you may be asked to present some form of identification.

For purposes of security your name, research interests and any institutional affiliation, along with a record of the items (books and/or documents) you consult, will be entered into our visitors' log.

Bags and coats should not be placed on the table.

You will usually be issued with one item (volume, document, folder of correspondence, etc.) at a time.

Items must not be removed from the Reading Room.

Please ensure that your hands are clean and that you handle all items with great care.

### **Eating and drinking are strictly forbidden.**

Always use a pencil. Pencils are available for loan during your visit. Never mark a book or document. Do not use 'post-it' notes.

Do not rest anything on items, bend back spines or press hard onto materials. Book rests and weights are available for use.

Tracing of material is not allowed. Laptops and digital cameras may be used. Please ask Archives & Research Collections staff for more information.

Please take care to keep loose documents in their original order.

Items found to be in a state of extreme fragility may not be made available for use. If you find any item to be damaged or in poor condition, please let us know.

Archives & Research Collections staff will be happy to help with any queries you have about the material you're using.

Always return items to a member of staff when you've finished with them. Items will be inspected on return to check their condition.