The Wiener Library Handling Collections Guidelines

Our collection contains many unique and irreplaceable books, pamphlets and documents and many are relatively fragile. To avoid materials being damaged further by poor handling, please take the utmost care and adhere to the following regulations. Please ask staff if you have any document handling queries or require any assistance.

Please do:

✔ Ensure that you have clean and dry hands when handling material
✔ Use pencils for taking notes - pencils are available at the Enquiry Desk
✔ Use acid-free paper slips to keep place on items or to follow the line when reading
✔ Use the book support cushions provided for fragile or large volumes, and snake weights to hold open pages
✔ Turn pages in volumes slowly and with care
✔ Consult loose papers one per time. Place papers flat on the table and turn pages over with care, preserving the original order. Keep tags and fastenings in place
✔ Use the gloves provided to handle photographs, negatives or slides

Please do not:

✗ Bring any food (including sweets and chewing gum) or drinks (excluding bottled water) into the Reading Room
✗ Bring pens or highlighters into the Reading Room since they can permanently damage documents
✗ Mark, write, lean on, fold or in any other way damage items
✗ Place materials on the floor, chairs or windowsill
✗ Lick your fingers to separate pages
✗ Remove material from transparent sleeves
✗ Use flash photography. Always consult staff before taking any photographs.
Do

Don’t