



Abertay University®

Archives Reading Room Guidance

1. Readers are requested to sign a visitor's sheet upon each visit to the Archives.
2. Eating, drinking, the use of mobile phones and pens are not permitted in the Reading Room.
3. Please observe the following guidelines when handling material in the Archives:
 - a. Use pencil only when making notes so that if you do inadvertently mark a document the mark may be easily removed.
 - b. Please use book pillows provided for volumes produced to you
 - c. Handle documents as little as possible, away from the written text and with clean hands.
 - d. Do not lean or rest anything on a document or volume, or rule anything across its surface.
 - e. Never force open the binding of a volume. If there is any difficulty in handling a cumbersome item please ask staff for help.
 - f. Gloves will be provided for accessing photographs or negatives. Avoid touching the face of photographs or negatives with bare hands.
 - g. Return the documents / volumes to the Archivist as you found them. Care should be taken to preserve the sequence of loose papers in a bundle and any damage must be reported at once.
4. Copies can be made of many documents by staff but charges will be made for this service. Copying is always subject to copyright, and the size and condition of the original. For this reason please consult the Archivist about each individual item you wish to be copied.
5. Readers are asked that silence be maintained as far as possible to avoid disturbing others. Please set any mobile phones to 'silent' or turn them off.
6. The number of items produced for consultation at any one time may be restricted at the discretion of the Archivist.
7. The Archivist will be happy to discuss any historical, linguistic or palaeographical problem encountered in material consulted in the Archives.