Correct handling of special collections materials will aid in their preservation.

Plan Ahead
1. Have book supports ready to support the books, and snake weights to hold them open if necessary.

2. Always make sure you have clean, dry hands before handling any books.

Moving Material
3. When removing a book from the shelf, including modern books, grip it on both sides of the spine at the middle of the book. Push the neighbouring books back on the shelf or to the side to get a good grip. NEVER pull at the top of the spine.

4. Support the bottom edge of the book when removing it from the shelf.

5. When moving books do not move more than you can safely and comfortably handle. Only carry 2 or 3 smaller books or one large book. IF moving more books use a trolley.

6. Large books should be carried across the chest, the spine should be downwards towards the floor with the hands supporting it.
Guide to Handling: Books and Bound Material

Consulting Material

7. Always use the supports provided when consulting a book. Use the weights provided to hold the book open.

8. Only open a book as far as it will go without undue stress and never at an angle greater than 120°.

9. Always make sure that the area either side of the spine of the book is well supported.

10. Tight back books should have their spine supported.

11. Hollow back books should have space allowed for their spine so that the hollow is not crushed.

12. Use the acid free paper slips provided to mark your place or follow the text.

13. To turn the page of a book lift the corner of the page and lightly slip the fingertips along the fore-edge supporting the page. For larger books, such as volumes of newspapers, please use two hands when turning the pages to ensure that the page is sufficiently supported.

14. Never lean on a book. Never place anything on top of a book, such as a phone or camera.

15. If the pages of the book have not been cut and prevent the turning of the pages contact a member of staff.

16. If you find anything that causes you concern, or you inadvertently damage an item, please inform staff so that the problem can be rectified or the item scheduled for repair.