Welcome to the Reading Room. Please help us to safeguard our books and archives and provide a quiet research environment for all by kindly observing the following guidelines whilst working with us.

**Lockers and personal belongings**

Please leave all outdoor clothing, such as coats and jackets and all bags including back packs, plastic bags and cases, even if empty, in the lockers provided for Reading Room visitors. The lockers, operated by returnable £1 coins, are located beside the Reading Room on the lower ground floor.

**Phones and noise**

The Reading Room is a quiet research area, please show consideration for other readers. Spaces may be available if you wish to discuss work, please ask Reading Room staff. Please keep your phone on silent and move into the foyer to talk or text.

**Working with and handling Special Collections materials**

Please work in pencil only. To avoid risk to materials, pens may not be used in the Reading Room. You may use your laptop, but please leave your laptop case in your locker.

Please handle materials and turn pages carefully. Do not lean on materials or press on the pages. Acid free slips of paper are available if you wish to mark your place.

Please use the book rests and mats to support and protect materials whilst you are consulting them. Specially designed ‘snakes’ are available to hold down the pages and leaves, and weights are available to hold down large items and plans. Reading Room staff will advise and are on hand to help.

Please ensure your hands are clean and dry. Gloves are not generally required but will be made available if you are consulting materials which require special handling.

Please do not bring any food or drink, including water, sweets and chewing gum into the Reading Room. These can cause great damage to materials and are not allowed.

Materials are made available in the Wolfson Reading Room for non-commercial purposes only.

**Copying and reproduction**

Please ask Reading Room staff if you wish to request or make research copies. All requests will be assessed on an individual basis according to the condition of the original material in the first instance; for example, some material may be too fragile or large to be safely copied. Please note, all requests must also comply with current copyright legislation and data protection restrictions, and additional restrictions may also apply regarding particular archival collections. Copy requests for publication and reproduction purposes should be directed to the Special Collections Centre’s Digitisation Officer, Reading Room staff will be happy to advise.

Thank you. Please contact us on speclib@abdn.ac.uk or ask in the Reading Room if you require any assistance.

*Please note that for security of all, CCTV is in operation on the Special Collections Centre

**Personal data collected by the Special Collections Centre is maintained in accordance with the principles outlined in the Data Protection Act