

Welcome to Aberystwyth University - viewing Rare Books & Special Collections

- The Aberystwyth University (AU) member of staff supervising the archives has the authority to decide the quantity of documents issued to a user at any one time (normally one box or 3 individual items will be issued at any one time).
- Items should not be re-arranged or taken out of the order in which they are produced. Readers are requested to make staff aware of any material which appears to be out of place or in the wrong order.
- No coats, briefcases, bags or enclosed containers may be taken into the supervised research area. Please place personal belongings of this kind in the locker provided.
- Pencil only should be used for taking notes (no inks, correcting fluid or pens of any kind are allowed near archival material). No marks must be made on the documents.
- Do not lean on the documents to keep them flat or to take notes.
- A book pillow is available for supporting fragile, large or tightly bound items.
- Wash hands with soap and water, not gel, and ensure that hands are dried thoroughly.
- Ensure hands are clean and try not to touch or handle the pages more than necessary as acids and oils in the skin can damage paper. Gloves do not need to be worn.
- Close the book when not in use.
- No smoking, eating or drinking is permitted in the supervised research area.
- Facemasks must be worn according to COVID-19 rules (unless exempt on medical grounds).
- No archival material is available for loan.
- Documents may not be taken out of the supervised research area.
- Laptop computers are permitted (provided that they do not cause a disturbance to other readers).
- AU reserves the right to withhold items from use on conservation or preservation grounds.
- Photographs without a flash may be taken.
- AU reserves the right to refuse to provide reproductions on preservation or conservation grounds.
- Access to certain sensitive material may be restricted in line with AU policies.
- You must leave the building if the **fire alarm** is sounded until informed otherwise. The meeting point is outside on the Piazza in front of the Arts Centre.

Paper - If the paper is browning, very thin or shows signs of flaking, handle with extreme care.

Binding - Over time the glue, leather, paper, cloth and string become fragile or wear out. The two weakest points of bindings are the hinges where the boards are attached to the spine and the spine itself. Both are subject to cracking. To preserve a binding the basic technique is to open the book as little as you can and to support the spine and boards so that they will not be required to flex.

READER'S STATEMENT

I have read, understood, and agree to abide by the conditions set out above. I understand that if I fail to comply with these conditions, access to archival material may be denied.

Signature.....Date.....

NAME

(in capitals).....

AU LOGIN ADDRESS / DEPARTMENT.....

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