

## Guidelines and Rules for Special Collections

1. The research area is for Special Collections readers only and is not a general library reading room.
2. All readers are required to provide proof of identity when first registering to use Special Collections. UK visitors should bring photographic ID and proof of address. Visitors from overseas will need to bring a valid passport.
3. Access to Special Collections is by appointment in advance only.
4. Eating, drinking, and smoking (including e-cigarettes) is not allowed in the Upper Library.
5. Please leave wet umbrellas, coats and large bags in the library foyer or other areas as directed by Library staff.
6. Please wash your hands **immediately** before entering the Upper Library Room as hand sanitiser residue can damage items in the collections. Hand sanitiser may not be used or brought into the Upper Library.
7. Readers are responsible for all materials that they are consulting. Materials must be handled with the utmost care and kept in their correct order. On no account may they be removed from the research area.
8. No books, papers, or other objects (except the weights specially provided for holding books open) may be laid on or affixed to the material. The arrangement of manuscript pages must not be altered. A slip of acid-free paper may be used to follow a written text if required.
9. Please use paper and pencil or your own laptop or tablet for taking notes. Pens are not allowed in the reading room. Never mark the materials in any way.
10. Making rubbings of binding decoration or tracings of watermarks is not permitted.

11. If you need to leave your desk, please close material and inform the invigilator. When you have finished reading return all material, with any enclosures, to the invigilator.
12. Photography for research purposes only is allowed at the discretion of the invigilator. Flash photography is not allowed.
13. In order to meet Christ Church's obligations under data protection legislation, any records containing Special Category Data (as defined by the GDPR) relating to living individuals may not be copied either by or for researchers. This includes digital photography.
14. Please do not book or attend an appointment if you have any symptoms of Coronavirus (Covid-19), or if you have been asked to self-isolate.
15. All colleagues, students, visitors, contractors and members of the public are required to wear a face covering inside all College buildings (unless an individual is exempt from wearing one due to a medical condition). This includes when seated at a study desk in the research area.
16. All other safety measures should also continue to be followed, including social distancing measures of 2 metres.
17. If the fire alarm sounds, readers should leave library material at their desks and evacuate the building as quickly as possible under the direction of staff. The fire assembly point is Fell Tower.