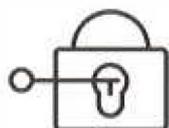


Welcome to the Reading Room. In order to ensure the collections remain in perfect condition for future use, we have some simple rules that must be followed for the benefit of the materials and your research.

These rules are a condition of entry, and you may be asked to leave if not they are not followed.

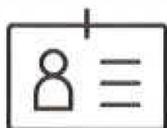
**Please speak with the staff if you have any questions. Thank you for your co-operation.**

## BEFORE YOU GET STARTED



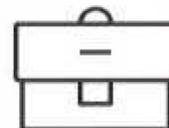
### EXCLUSIVE ACCESS

Collections are accessed exclusively in the Reading Room. Materials cannot be removed from the room.



### VALID PHOTO ID

You need to complete a consultation form and show a valid form of photo ID



### BAGS AT THE DOOR

Please leave all your bags at the door on the shelf provided.

## WHILE ACCESSING THE MATERIALS



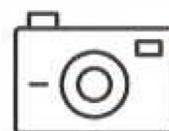
### HANDLE WITH CARE

Treat everything with the utmost care, make sure your hands are clean and files are kept in their original order.



### PENCILS ONLY

To avoid any ink accidents please only use pencils for note taking. We have some handy at our desk.



### NO FLASH PERMITTED

You are free to take photos with your own device but please avoid flash as the materials can be light sensitive.



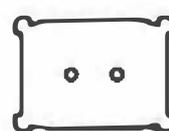
### PHONES ON SILENT

This is a place of quiet study, so save the loud noises for the party you will throw when you finish your research.



### NO FOOD OR DRINK

To help keep the materials looking spick and span, please don't bring any food or drink into the Reading Room.



### PILLOWS & WEIGHTS

Don't be afraid of using the pillows and weights provided to support books and make them easier to read.