ARCHIVES & COLLECTIONS, LIBRARY OF BIRMINGHAM SEARCHROOM PROCEDURES

1. Wash your hands before you come into the searchroom and avoid using hand cream. If
using hand-sanitiser, only use it at the searchroom customer service desk and ensure your
hands are dry before handling documents.
2. Place coats, bags and items not required for reference purposes in the locker you are
allocated. Please note this includes lap top bags and photograph equipment cases.
3. Bring your own paper and soft leaded pencil to use, pens are not permitted.
4. Only use the table you are allocated.
5. Turn pages and handle documents carefully. See the handling guidance on your table if you
are uncertain how to handle a document.
7. Use book supports and weights where appropriate. See the handling guidance on your table
if you are uncertain how to use these.
8. Only wear gloves when you are handling photographs and hold photographs by the edges.
9. Do not lick your fingers when turning pages.
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