

Reading Room Guidelines

Fryer Library holds items in a variety of formats, many of which are fragile, rare and unique. While it is our policy to make these materials available for use, we need to balance this with being able to protect the items from damage or loss so that they will continue to be available for use by future researchers. Some of the guidelines below apply to all users of Fryer material, whereas others are specific to those using certain items. Our staff will be happy to help if you have any questions about these guidelines.

For all users of Fryer Library materials

- 1) **Eating and drinking are not permitted in the Fryer Library reading room.** This includes bottled water and the consumption of lollies, chewing gum or lozenges. There is a water fountain in the reading room for your convenience.
- 2) Bags are not permitted in the reading room. Please ask at the desk for a key to a locker where you can safely store your belongings.
- 3) Photographic identification is required when requesting materials from the Fryer collection. For staff and students of the University of Queensland, this should be your staff or student id. For other users, a staff or student card, driver's license, 18+ card or any other form of identification, as long as it includes a photograph, is acceptable. Please note that desk staff will keep your id while you are using any Fryer material or hold a locker key.
- 4) Fryer Library items may not be removed from the reading room.

For users of rare books and manuscript materials

- 1) Items must be handled with care at all times. Only one box or folder of manuscripts, or one rare book, will be issued at a time. If you require more than one item at a time, you will need to consult with library staff.
- 2) Please wash your hands and dry them thoroughly before handling these items. Hand lotions, sunscreens and the skin's natural oils can cause deterioration and staining of paper.
- 3) When handling some materials, such as photographs, you may be asked to wear cotton gloves, which are provided by the library.
- 4) The items should be placed securely on the table. Do not allow items to overhang the table, place anything on top of the item, or lean on the item. Take care when turning pages, and do not moisten fingers or use rubber finger stalls.
- 5) PENCIL ONLY is to be used when working with rare books or manuscript material. Sharpeners are available at the Information Desk.
- 6) Items are not to be marked or altered in any way, and tracing of any item is not permitted.
- 7) Items should remain in their original order and individual items should not be removed from the file, bundle or folder in which they are placed. Paper flags are available for place marking. Do not use post-it notes, cardboard, pens, pencils, notepads or fold corners of pages to mark relevant places.
- 8) If you notice any damaged or rapidly deteriorating records during the course of your research, please report them to library staff.
- 9) In some cases, access to very fragile material with advanced deterioration may be denied by library staff to assist long-term preservation.
- 10) Photocopying of rare books and manuscript materials by clients is not permitted. If you require copies from this material, a written request must be submitted and all copying will be done by Fryer Library staff, following copyright clearance. Please discuss your requirements with desk staff when submitting your request.
- 11) Photography of rare books and manuscript materials requires the permission of the Fryer Library Manager in all cases.