



Reading Room rules

Please familiarise yourself with these rules before your Reader appointment.

- All bags, coats & other personal belongings to be left in the lockers provided.
- Wash & dry hands before handling materials. No hand cream or hand sanitiser.
- No food or drink in the Reading Room.
- A notebook or a laptop (without case) may be taken into the Reading Room. Cameras (without flash or case) are permitted when prearranged.
- Pencils only (i.e. no pens).
- No sharp objects.
- One book or archive folder may be consulted at a time.
- Keep handling to a minimum.
- Look for vulnerable areas on the book, such as loose endbands & split joints, and take extra care where these are observed.
- Never open a book or manuscript flat on the table.
- Always use a bookrest or other suitable support (provided) for bound volumes.
- Use snake weights to hold open leaves. Avoid placing the weights on text or image.
- Seek advice from the Archivist or Librarian if in doubt about handling.
- Do not lean on, mark, or annotate materials.
- Keep files, bundles of papers & other loose items in the order in which they are issued.
- Please avoid wearing nail varnish as some types can mark paper & parchment.
- Please respect other readers. Keep conversation to a minimum and switch phones to silent.
- You are responsible for all materials issued to you for consultation until you return those materials to the Reading Room Supervisor.
- Longleat staff reserve the right to inspect research material, laptop cases, etc., before you leave the Reading Room.

Thank you

LONGLEAT HOUSE COLLECTIONS

The Estate Office, Warminster, Wiltshire, BA12 7NW

E collections@longleat.co.uk **W** www.longleat.co.uk/collections

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