

How to Use Materials in the La Forest Rare Books Reading Room

No food or drink (including water) is ever allowed in the La Forest Rare Books Reading Room.

All books and other materials must be used in the La Forest Rare Books Reading Room. Do not remove books or other materials from this room. Please consult Susan Jones or another librarian if you wish to photocopy materials. Permission to copy will be determined by the condition of the material, availability of alternative sources, etc.

Please return books from the open stacks to the designated reshelving area at the end of STACK 110 when you have finished with them. If materials have been retrieved for you from the locked cabinets, please notify the librarian who assisted you when you have finished using them.

Please keep hands clean and dry. Wet fingertips should never be used to turn a page.

Disposable non-latex gloves are available upon request. At our discretion, we may require you to use gloves for items that are prone to damage from direct handling.

Fragile materials should be used at our tables. Do not put materials on the floor or on your lap. Book cradles are available to support fragile items.

Use pencils, not pens or markers, when taking notes. Never write on paper laid on top of a book or other material.

Do not use pencils, pens, or other objects as bookmarks. Please use the paper provided.

Do not use staples, tape, sticky notes, metal paper clips, ink, or coloured paper.

Never force open a book with a tight binding.

Do not stack opened books or place them face down. Books should be closed when not in use.

Do not put anything on top of books.

To turn a page of a book, lift the top outer corner and lightly slip the fingertips down the fore-edge, supporting the page. Do not attempt to turn a page while holding something else. Please turn pages slowly and gently.

Books with unopened pages (where the fold has not been cut, preventing the turning of single pages) should be referred to a librarian.

Do not remove any annotations or other materials that have been taped, pasted, or laid in a book by previous owners. If any of these items come loose or fall out of a book, please carefully bring the material to the Circulation Desk. If possible, please note the title of the book and the page number where the material had been. Do not discard any material that may fall out of a book.

These guidelines have been implemented to preserve the materials in this room. We ask for your co-operation in following these guidelines. At all times, please be aware of the condition of the books you are handling.