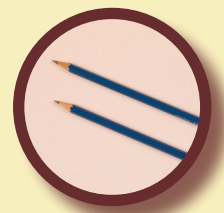


Handling guidelines



Registered charity no 212808

These guidelines have been implemented to ensure the continued preservation and long-term protection of The Royal College of Surgeons of England's valuable and unique holdings. It is the duty of the staff and you, the researcher, to continue to preserve these records by following these guidelines.



- Please do all work in pencil. You may also use a laptop.
- Please do not eat or drink in the reading room.
- Please use the book rests provided for large volumes and books. This relieves the pressure on the spine.
- Please use weights and book snakes to keep pages in place. This also helps to relieve pressure and minimises the chance of tears.
- Please ensure that your hands are clean and avoid using hand creams prior to handling the documents.
- Please return papers in the order in which they were delivered. This helps to preserve the contextual information of the documents.
- Please check with the enquiry desk if you need to copy the material.
- Please be aware that photography is only allowed with prior consent. Please refer to the photography policy.
- Please do not lean on pages or allow material to hang over the side of the table.
- Please do not fold or tear the pages. Bookmarks can be provided at the enquiry desk if you should require them.

