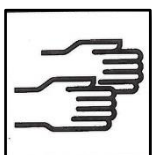


Reading Room Regulations

The Collections of Canterbury Cathedral Archives and Library are a precious inheritance, carefully looked after down the ages. Please help to preserve them for future generations.

Please follow the following regulations:



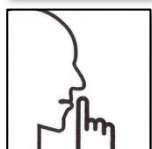
- Please ensure your hands are clean and dry.
- Touch and handle collection items as little as possible.
- Avoid touching text and image areas. If you need to follow the text, acid-free line markers are available.



- Please leave coats, bags and umbrellas outside the Reading Room.
- Only bring in items needed for research.



- No food, drinks, sweets or chewing gum in the Reading Room.



- Please help to maintain the Reading Room as a quiet area for study.
- Refrain from prolonged conversations and disable the sound on electronic equipment.



- Only pencils should be used when taking notes (no pens, highlighters, erasers etc.).



- Please keep your work space tidy.
- Allow adequate space to view collection items.
- Place items flat on the desk rather than leaning them over the desk edge.



- Please use book supports to view bound volumes, following staff guidance.
- Use provided weights to hold down open pages.



- Collection material must not be taken out of the Reading Room.
- Please return items to staff if absent from your desk for any length of time.



- No photography without a self-service photography licence. Please ask staff for details.
- Ask staff for details regarding reprographic services. It is possible to print copies from microfilm using the self-service printer.