

**UNIVERSITY OF SUNDERLAND
THE MURRAY LIBRARY SPECIAL COLLECTIONS**

READING ROOM GUIDANCE

- Users are required to register in order to use material in Special Collections.
- The material is only available for consultation in the reading room and must be treated with care at all times.
- In the interests of security all bags, cases, opaque document wallets, files or ring binders, coats, umbrellas etc must be placed in the lockers provided.
- A maximum of three items can be ordered at one time.
- Please use pencil when taking notes. No ink pen of any kind may be used.
- Please do not mark, write on or damage material in any way.
- Please do not lean on or rest papers on material when taking notes.
- Please use the weights, protective transparent sheets, supports and other specialist equipment provided.
- Please do not eat (including sweets), drink (including mineral water) or chew gum in the reading room.
- Please keep the noise level to a minimum. Mobile phones should be switched off or to silent mode.
- The Reprographics and Publication Policy applies if you want to photograph documents and/or have documents copied.
- Users of Special Collections are also bound by the University Library Services Regulations for the use of Library Services.