

WE SAVED THIS FOR YOU



HELP US SAVE IT FOR THE NEXT PERSON.

Books and Bound Items:

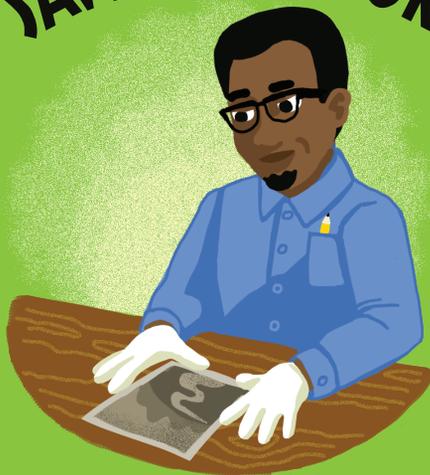
- **Clear a workspace** that is large enough.
- **Clean, dry hands** are best for turning pages.
- **Pencils only** at reading room tables.
- **Keep items on the table**, not in your lap or leaning on the table edge.
- “Never take a book where it does not want to go”
*Use a **cradle** to open a book to a gentle angle.*
- Use **book weights** instead of your hand to hold down pages.
- **Avoid touching** areas with text or images.
- Turn pages **slowly** to avoid tearing.
- Don't **multitask** - use BOTH hands on the item.
- Sometimes **fold-out pages** require another set of hands, so ask for help!
- **Return items as you received them**; *put back any slips of paper that came with the item.*

Don't be shy! Ask a librarian...

- before taking a (non-flash) photo or using a scanner (*a camera is usually safer than a scanner*)
- for a pencil, acid free bookmarks, etc.
- for help handling large materials, like fold-outs or oversize volumes
- if you have trouble putting the item back in its box
- ...anything at all! We are here to help you.



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Photos and Flat Objects:

- **Clear a workspace** that is large enough.
- **Gloves** are best for handling photos or metals.
- **Pencils only** at reading room tables.
- Keep items **flat on the table**.
- **Handle the folder** instead of the item when possible. (If you don't have to touch it, don't.)
- Handle by the **edges** to avoid denting photos.
- **Avoid touching** areas with text or images.
- Handle **slowly** to avoid tearing.
- Don't **multitask** - use BOTH hands on the item.
- Newsprint and old paper crumbles!
Handle sparingly.
- Keep items in the **order** they came in.
- **Return items as you received them;** *put back any slips of paper that came with the item.*

Don't be shy! Ask a librarian...

- if you are worried about damaging the item
- before taking a (non-flash) photo or using a scanner (*a camera is always safer than a scanner*)
- for a pencil, acid free bookmarks, etc.
- for help handling oversize items, like fold-outs, newspapers or maps
- ...anything at all! We are here to help you.

