Handling loose documents and files

Ensure that you have clean dry hands
- Keep documents flat on the desk. **DO NOT** wander around the room with collection items.
- Keep your workstation tidy, providing enough space around collection items.

**If several files have been issued to you** consult one file at a time keeping them in the order in which they were presented to you.

Ensure that the order of the documents within a file is preserved by turning one page at a time and piling them neatly face down when finished. **DO NOT** lick your fingers to turn pages.

**DO NOT** pull individual papers from beneath or from between other papers.

Treat them as though they were a bound volume, opening the page to the one you want to consult.

**If the documents are secured with a treasury tag please leave this in place.** Make sure the string is slack enough to enable the steady movement of one page at a time and pile these neatly.

Once you have finished consulting a file of documents, turn the pile over neatly so that they are face up again and in the order in which they were presented to you.

**DO NOT** knock pages on the desk to straighten them.

If the files was tied up re-tie at the end with a bow if you feel able to but please allow a member of staff to do this if not. **DO NOT** tie in a knot other than a bow as this makes it difficult for the next user to access the file.

*If you have any concerns or questions please speak to a member of reading room staff.*