

## **Regulations for Use of the RSABG Library**

1. The materials housed in the library collection are non-circulating. Some are in fragile condition and to a great extent irreplaceable, hence certain precautions are necessary.
2. Visitors must sign in at the front desk, where a Visitor badge will be provided. Badges should be returned to the front desk when you leave.
3. No food, beverages, smoking, pets, or animals are permitted in the Library. Children under 12 must be accompanied by an adult and supervised at all time.
4. Hands should be clean for the handling of materials. Please avoid applying creams or lotions to your hands immediately before handling materials as the oils can transfer and cause considerable damage.
5. Use only pencils when taking notes.
6. Do not lay paper or cards on an object when writing notes. This practice leaves an impression that will shorten the life of the material.
7. Do not lay books open face down, or employ harmful bookmarks such as pencils, rulers, other books, etc. Broken spines and torn pages are the result of such treatment.
8. If paper slips must be used as bookmarks, please take extra care to remove all of them before returning the material. If left in place, they put strain on the spine and can eventually cause discoloration of the paper.
9. Do not attempt to open uncut pages in a book. Please consult the library staff in each case.
10. Do not rearrange the order in which materials are delivered to you. No marks may be added to or erased from any material.
11. While material from the collection is in your hands, it is your responsibility. Please respect it and handle it with care.
12. Do not photocopy material without first asking the Library staff. Some material may be too fragile to be photocopied or requires special handling. Staff reserves the right to refuse photocopying requests.
13. The Library staff reserves the right to inspect all research material and all personal articles before a patron leaves the area.
14. Use of materials may be restricted by donor request, if in poor physical condition, to protect personal privacy or legitimate proprietary rights, to maintain reasonable administrative confidentiality, or if unprocessed.