Special Collections : House rules

- **Intended audience**
  The reading room is exclusively for consulting special collections material

- **Food and Drinks**
  Food and drinks are not allowed in the reading room

- **Cell phones**
  Please switch off your cell phone when entering the reading room

- **Register**
  Please sign the register on every visit

- **Use of the material**
  Please handle the special collections material with the utmost care. Material from the strong room may only be consulted at a designated seat. Use book cradles and book snakes to keep the books open

- **Loose-leaf material**
  Please do not change the order of loose-leaf material

- **Pencils and laptops**
  During the consultation of the material, notes may only be made with pencil or laptop. Pencils are available at the desk.

- **Photos**
  Photographing without flash and tripod is permitted

- **Returning material**
  When you leave the room for a break, please hand in the material at the desk. It is not allowed to take material outside the reading room