



university of
 groningen

library

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