

## House rules Special Collections

### • Target group

The room is only intended for users of special collections and/or the room collections and for researchers from the University of Groningen.

### • Coats and bags

Coats, umbrellas, scarves, (computer-) bags, sleeves, etc. are not permitted in the room. You can store your belongings in a locker in the cloakroom.

### • Food and drinks

Food and drinks (including water bottles) are not permitted in the room.

### • Mobile phones

Please set your mobile phone to silent mode.

### • Handling the material

Users are expected to handle the material with the utmost care. Only the four consultation areas closest to the desk are intended for viewing archive material. Please follow the instructions of the library officer at the frontdesk.

### • Consultation

You may consult in a whisper, provided there are no other visitors in the room.

### • Book cushions

Place the books on the cushions provided for this purpose.

### • Bookmarks

Do not place strips of paper, papers, books, or other objects in or on the books. Only use the lead strings ('bookworms') provided for this purpose to keep the books open.

### • Loose-leaf material

Do not change the order of loose-leaf material.

### • Pencils and laptops

When consulting the material, notes may only be made with a pencil or laptop.

### • Photography

Photography is only permitted without the use of flash or a tripod.

### • Returning books

When borrowing books for a longer period of time please return the materials to the desk.

*Thank you for your understanding*