

# Thomas Fisher Rare Book Library

Welcome to the Thomas Fisher Rare Book Library. The Library's resources are available for consultation by all persons with a genuine research need. The Reading Room and study carrels are open from 9 a.m. to 4:45 p.m., Monday to Friday, except for statutory and University holidays. Material will not be brought from the stacks after 4:30 p.m.

Since much of the material housed in this Library is rare, often unique, and frequently fragile or brittle, it is essential that particular care be taken in handling each book and manuscript. We request your cooperation in preserving these valuable and irreplaceable collections for use by future generations. Please observe the following procedures and regulations.

- 1 Check your coat in** the cloakroom at the second floor main entrance along with large bags or suitcases. When you enter the Reading Room **leave your briefcase or carrying bag with the Reading Room supervisor**. If you are assigned a carrel, leave your case or bag at the Circulation Desk.
- 2 Complete a request slip for each item** you wish to consult and present it with your reader's card at the Reference Desk. The material will be brought directly to you in the Reading Room or carrel.
- 3 No more than three volumes or one box of manuscripts** may be used at one time. Additional material requested will be held at the Reading Room supervisor's desk. Special arrangements may be made in the case of multi-volume sets.
- 4 Always place a book flat on the table, or support it on a book stand** to avoid damage to its binding. Never lay an open book face down on the table. **Do not lean on a book**, or place other books or objects on it. Book weights to hold pages open are available from the Reading Room supervisor. Only acid-free fliers, also available from the supervisor, may be used as bookmarks.
- 5 Only pencils** may be used in the Reading Room and carrels, as the use of pens increases the risk of accidental marking of material by ink transfer. Pencils are available from the Reading Room supervisor.
- 6 Never mark pages** or write on paper laid on top of a book or manuscript. The tracing of maps or other illustrative material is not permitted.
- 7 Turn pages slowly and gently**. The turning of pages should not be audible. Extra care should be taken in handling large volumes and those with brittle paper, and in opening folded plates and maps. If a book is found to have unopened leaves do not attempt to cut them yourself. Bring the book to the attention of the supervisor who will arrange for a member of the Conservation Section to open them for you.

- 8 When using manuscript material, maintain the exact order of** folders in a box and of items within a folder. Remove only one folder at a time from a manuscript box and do not remove materials from the folder. Use the acid-free fliers available from the supervisor to mark your place. If a mistake in arrangement is suspected, please inform the supervisor. Do not rearrange the material yourself.
- 9** When you have finished consulting material, and at the end of the day, **return all items to the Reading Room supervisor**, or if you have been using a carrel, to the Reference Desk. If you wish to leave material unattended for more than a few moments, please inform the supervisor. You may arrange to have material held for a specified length of time.
- 10 No eating, drinking, or smoking** is allowed in the Rare Book Library. Use of cell phones is not permitted in the Reading Room.
- 11** The Reading Room and carrels are reserved exclusively for those using Rare Book Library material.

#### **PHOTODUPLICATION**

Limited photoduplication services are available at the discretion of the Rare Book Library staff. All requests must be individually approved and conform to the University's policy on copyright. If there is any chance of damage to the item no photoduplication will be undertaken. Consult the Reading Room supervisor for information on prices and methods available.