



A Guide to the Seminar Room

Guide for Instructors Using Rare Books and Special Collections



Pencils only



Clean, dry hands



Use book supports/weights

Archives, rare books, and special collections require special care. Instructors are responsible for ensuring the safety, security, and proper handling of materials used in teaching spaces at the Fisher Library during instructional sessions.

Before the start of every session, please review the following guidelines with students or session participants.

- No food or drink, including water, is permitted in teaching spaces or anywhere else in the library.
- All personal belongings, including bags and outdoor gear, must be left in the lockers at the entrance of the library.
- Only handle material with clean, dry hands.
- Always use foam supports and weights for books to avoid damage. Please consult with a staff member if you require assistance setting up materials for a class.
- Do not lift books away from foam supports or pass materials around the seminar room.
- Pages should be turned by one person only. Folded plates should be opened slowly and carefully only by the instructor.
- Notes should only be taken in pencil. No pens are allowed in the library.
- Never mark pages or write on paper laid on top of a book or manuscript.
- Avoid touching the surface of text, illustration, or illumination on any page.
- Only acid-free flyers should be used as bookmarks.
- When using archival documents, please maintain the exact order of folders in a box. Use acid-free flyers to mark your place. If you suspect an error in the original arrangement, please inform a staff member.
- Display oversized material (i.e. posters, broadsides) on the large tables.
- When you have finished the session, please return foam supports and weights to the storage cabinet.
- Tables and chairs should return to their original setup.
- Return all items with their request slips and call number flyers to staff at the Reference Desk at the end of the session.

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Photo by Matthew Volpe