

Auraria Library Special and Digital Collections Reading Room

Instructions

TO KNOW BEFORE YOUR VISIT:

- **ANYONE** can book an appointment with Special and Digital Collections and Archives. You do not have to be affiliated with campus.
- **Book an appointment and arrive in a timely manner.** A Special Collections staff member must supervise your entire visit, so please be considerate of their time.
- View materials in the **Reading Room only**. Our materials are non-circulating and **cannot be checked out** to ensure long-term preservation.
- Have an idea of **what materials you would like to view** so that we can prepare for your visit. Please **ask** a Special Collections staff member if you would like assistance with finding materials using our **finding aids, catalog, or digital collections**. You can also **book a consultation** for research assistance.

DO:

- **Wash and dry your hands** before touching materials.
- Handle materials **carefully**.
- **Store bags, coats, and other belongings** in a **provided locker**.
- Keep a **resealable water bottle** at your locker. Please let the Reading Room attendant know if you need an accommodation made for the water bottle to be kept near you.
- Keep books in a **book cradle or pillow** to protect the spines.
- Use flexible **book snakes or weights** to weigh down pages.
- **Turn pages slowly, one at a time.**
- Keep **folder materials flat** and **in the folders** as you turn pages.
- **Keep materials in order** and **return them exactly as you found them** in each box. If you are unsure where to return them, **ask** the Reading Room attendant.
- Use **pencil only for note-taking** and do not write on materials.
- Use **bare, clean hands** for **paper** materials and **textiles**, and **nitrile gloves** for **photographs, negatives, and artifacts**. Please ask for gloves if you need them.
- Use a **laptop, phone, camera, or notepad** to support your research if needed.
- Take **non-flash photographs** of materials.
- Let the Reading Room attendant know if you would like to view **additional materials**.
- **Request** for **small** amounts of materials to be **digitized**. Digitization services vary depending on staff capacity.
- **Be respectful and responsive** to requests and instructions from the Reading Room attendant.

Ask for help! If you are unsure how to handle a book or item, or encounter something not discussed by the Reading Room attendant, we are happy to help.

DO NOT:

- Use **pens, markers**, or other **permanent writing utensils** in the Reading Room.
- Bring **glue, tape, sticky notes**, or **sharp objects** into the Reading Room.
- Bring **food** or **beverages that are not water** into the Reading Room.
- **Dog-ear pages** or use anything besides **provided** bookmarks or book snakes to mark a location.
- **Quickly flip through pages.**
- Apply **hand lotion, sanitizer**, or **other substances to your hands** while using materials. **Provided** hand sanitizer **may** be used when washing hands is inaccessible.
- **Touch materials** with **anything on your hands** that **may transfer to materials.**
- **Force** the book to open to **180 degrees.**
- **Open folders vertically** or in any way that is **not flat** on the **table.**
- Use **non-approved scanners** or **photography** on materials.