



Birmingham Botanical Gardens

Policies and Guidelines for Use and Handling of Rare and Archival Materials

The Archives and Rare Book Room welcomes and encourages the use of the collection, but archival and rare materials are old, irreplaceable and often fragile. These items must be handled with special care. All researchers share with the Library a responsibility to protect these materials from damage or loss.

- Pens may not be used, including hi-lighters, are not allowed in the Archives and Rare Book Room area. Notes may be taken with a pencil or personal computer.
- All rare books in the collection are reference materials and therefore may not be checked out, or taken from the Archives and Rare Book room, or borrowed through interlibrary loan.
- Nothing in the Archives and Rare Book room area can be traced, photocopied, folded, written on, or held in the air or handled in a way that may cause damage. Digital cameras may be used to take pictures of materials, providing the flash is turned off.
- Personal items; briefcases, purses, book bags, etc, are not allowed on the worktable.
- Please do not allow children to handle archival material.
- Please do not lean on or place anything on top of archival materials.
- Researchers must wear white cotton gloves provided by library staff.
- Do not attach paper clips, post-it-notes, or anything else to archival materials.
- Only one item at a time may be used,
- Magnifying glasses will be provided by library staff upon request.

The refusal to abide by these guidelines may result in a denial of services. Each item will be inspected by library staff before and after use. The Library staff reserves the right to search briefcases, book bags, satchels and folders before a researcher leaves the premises.