



## Special Collections

### John Howard Reading Room Terms of Use

The John Howard Reading Room is a dedicated quiet space in which to view University of New South Wales Canberra, Special Collections items. The collection items made available in the John Howard Reading Room are generally unique and irreplaceable. Some are also fragile. These terms are designed to help users correctly handle the items while at the same time protecting them from damage, wear and tear and theft. These terms are established in conjunction with the *Special Collections Access and Use Policy*, the *Special Collections Access and Use Procedures*, and the UNSW and National Archives of Australia *Deed of Arrangement Under Section 64 of the Archives Act 1983* for custody and use of the John Howard Collection.

#### On arrival at the Academy Library, please:

- Leave bags, cases (including laptop cases), pens, notebooks, snacks, water, coats, hats in the lockers provided.
- Turn mobile phone on to mute/vibrate so that other readers are not disturbed.
- New users must complete the registration form and show photo ID.
- Confirm with Special Collections staff the requested items and viewing order for issue and delivery to the reading room.
- Show any items being taken into the reading room to staff before entering. Items are limited to pencils, loose leaf paper, camera, mobile phone, laptops and electronic devices for note taking. The items are checked when a user leaves.

#### Note, it is not permissible to:

- Take food or drink, including water, into the reading room.
- Use pens or ink (pencils and loose leaf paper are provided for use).
- Take any Special Collections items outside the reading room.
- Mark or annotate items in any way.
- Unfasten or interfere with the original order of papers within a file.
- Use flatbed scanners.

#### Entering, using and leaving the reading room:

- Ask a Special Collections staff member to provide 'swipe' access to the room.
- Exit from the room is unrestricted for personal breaks or in the event of an emergency. Notify staff when you are exiting the room.
- Be considerate of others using the reading room; it is for quiet study and research so refrain from loud or unnecessary conversation or telephone calls.
- Be aware electronic surveillance cameras operate at all times and in sight of staff at the Service Desk.
- Be aware a maximum of 3-5 files are issued at a time. This ensures that items in files do not get muddled up.
- There are power points for devices.

- Advise a staff member when items are ready for return. The return items are checked for completeness and integrity in front of the user.
- Remember to retrieve all personal belongings from the reading room and locker before leaving.

### Handling items

- All items must be handled with care.
- Book supports, page weights and gloves are available.
- Before touching items please ensure hands are clean and free from hand lotions and moisturisers. Hand lotions cause the paper to stain and accelerate the deterioration process.
- Avoid rubbing hands on the face, eyes and mouth especially if wearing makeup and lipstick since this transfers to the paper and causes damage and marks.
- Turn pages by holding page edges rather than flicking or licking a finger to turn pages.
- If fingers are resting on a page or photograph for longer than 2 seconds then use gloves.
- Do not attempt to force open a volume, file or book if it is tightly bound; seek the assistance and advice of a Special Collections staff member.
- Do not lean on, or trace from any items or use them as a support for writing.
- Do not stack open files or place files within other files, as this places unnecessary pressure on the file and volume spine, and may lead to one of the files becoming lost or damaged.
- Ensure that unbound material remains in the original order in the file.
- Do not release or remove any material from an item's fastening system.
- Use a piece of clean paper to flag a page (archival paper slips are available in the reading room for this purpose). Do not use Post-it notes or bulky objects such as pencils and spectacles as place markers.
- Do not underline, highlight or mark items in any way.
- Items in poor condition, or with mould or insect damage, should be brought to the attention of Special Collections staff.
- Sharpen pencils outside the room so that shavings do not contaminate items.

### Infringement

If a user infringes these terms then the UNSW Canberra, Special Collections reserves the right to take any appropriate action including restricting future access to the Special Collections.

***Before Special Collections items can be viewed and handled Special Collections staff will familiarise users with the terms of use.***

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