# Using Special Collections at the South Wales Miners’ Library

Details of printed material can be found in the library catalogue at <https://ifind.swan.ac.uk/discover/>

Details of the oral history, video and banner collections can be found at <http://www.agor.org.uk/cwm/>

**Handling Guidelines**

The materials held in this Library are unique and irreplaceable. Careful handling can help to preserve them for future generations. We therefore ask you to observe the following guidelines:

**Please sign the book in the Reading Room each day you use the collections.**

**Please do:**

* Ensure that you have clean hands when handling material.
* Use pencils only.
* Use the book support cushions provided for fragile or large volumes, and snake weights to hold open pages.
* Turn pages in volumes slowly and with care, ideally from the top right corner rather than the bottom right. This reduces the chance of tearing more fragile pages.
* Consult loose papers one file at a time. Place the file flat on the table and turn pages over with care, retaining the original order. Keep tags and fastenings in place.
* Carefully unroll maps and use the soft weights provided to hold the edges down.
* Tell staff about any damage which you discover in items you are using.
* When in doubt on any point, please ask the staff for advice.

**Please do not:**

* Bring any food or drink (including water) into the Reading Room.
* Lean on material, or use improvised devices to prop up volumes or weight pages open.
* Place materials over the edge of the table, or on the floor, or chairs.
* Lick your fingers to separate pages.
* Mark, annotate or alter the material in any way.
* Remove material from transparent sleeves without the permission of the Librarian.
* Lie books face down. Staff will provide acid-free page markers to help you keep your place.
* Use flash photography. Always seek permission from staff before taking any photographs.
* Photocopies can be obtained, and a digital scanning service is available, providing that the material is deemed fit for reproduction and subject to the prevailing intellectual property or other legislation. All photocopying and scanning is undertaken by Library staff, and no devices such as personal scanners, digital cameras or mobile telephones may be used.

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