Supervised collection access

Reading-room procedure / Revision 3 / September 2026

1. Before your visit

1.1 Request a volume by its shelf mark, not its short title.[1]

a. Include the edition and the date you plan to visit.

b. If the catalog shows a restriction, request staff retrieval.

i. Do not enter a closed level.

ii. Do not substitute another shelf mark.

1.2 Wait for a collection notice before traveling to the library.

2. During your visit

2.1 Keep loose plates in their original order.[2]

2.2 Use the supplied supports. Pencils are permitted; ink and adhesive notes must remain outside the reading area.

2.3 Ask staff before reproducing a page. Access permission and reproduction permission are separate decisions.

> Exception: a staff member may pause access while a volume is assessed. Record the reason and the shelf mark in the custody log.

1. A shelf mark identifies the physical volume. Similar titles may refer to different editions.

2. A loose plate is a separately inserted illustration or map; it is part of the volume.