

## Help us care for the University of Worcester Research Collections

Please help us to preserve the  
Research Collections by following a few simple  
steps...



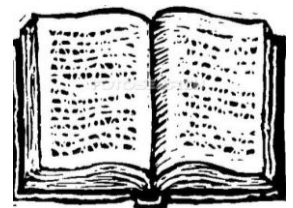
When removing a book from the shelf grip the centre of the spine. Gripping the top of the spine can cause damage.

Please use only pencils while working with in Research Collections. Pens, markers and ink can cause permanent markings to items.



Please use the study tables to consult the books. This reduces the risk of dropping or damaging the item.

Please use a book support for large and heavy books. This helps prevent damage to the book structure.



In a glove zone, (photographs and archives) please use the gloves provided to handle items. Wearing gloves to handle material helps prevent natural oils from your hands inadvertently causing damage.

Photographs can be taken.  
If you need to take photographs please fill out a copyright form - ask the Research Staff for one.

