

## User Guidelines for consulting the NIPR Collection

The NIPR collection is housed in the Linen Hall Library Belfast and can be accessed via the online public access catalogue at [www.nibooks.org](http://www.nibooks.org).

1. Please make a note of the Author, Title and Shelfmark of the item you would like to consult and request the item from a member of library staff in the Irish and Local Studies Department on the 4<sup>th</sup> floor of the Linen Hall Library.
2. Items from the NIPR collection are for consultation in the library only. They must be consulted in the Irish and Local Studies Department and must not under any circumstances be removed from the library.
3. Please wash your hands before consulting the items and do not apply hand creams or lotions.
4. No food or drinks are permitted when using the NIPR items.
5. Please clear the table of clutter before using the NIPR item and make sure that the table surface is clean and dry.
6. Please take care not to drop NIPR items or to knock them off the table.
7. Please do not place NIPR items on the floor.
8. Please put all ink pens and markers away before using the NIPR items to avoid the risk of accidental damage.
9. Please handle the items with care and do not force the spines open or attempt to open them beyond 180 degrees. 120° is the maximum opening angle for most books. Only a few bindings can be opened to 180° without being damaged. Books with tight bindings should be limited to an opening angle of 90°. Ideally, all books should be supported when open. Please ask for a book support if necessary to support the book when open and to avoid damage to the spines.
10. Special weights for keeping books open are available at the issue desk. Please ask if you require them. Do not rest anything on top of NIPR material or attempt to keep books open with anything other than the special weights available.
11. Please do not turn down pages, or use sticky notes or paper clips. These items cause permanent damage to the pages of a book. Please ask at the desk for an acid free bookmark to mark your place if required.
12. Please do not write on any item from the NIPR collection, even in pencil, and do not use an eraser on or near any item as the eraser debris is easily transferred into, or under items, and will cause abrasion or leave impressions.
13. Please close any items when they are not in use and do not place open books on top of each other.
14. You are responsible for the NIPR items until you have returned them to the desk. Please do not leave them unattended.
15. Please return all items to the issue desk and ensure that their return has been noted.