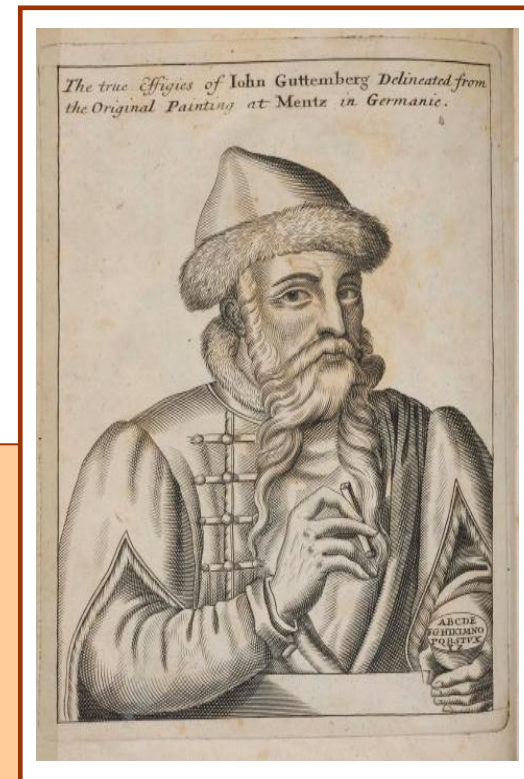


<http://www.mcgill.ca/library>

The mission of Rare Books and Special Collections is to collect, organize, describe and make available collections of a wide range in the humanities and social sciences and natural history, while preserving these collections for future readers.

Reading Room Policies

Important Information for our Readers



McGill

Library
Bibliothèque

Rare Books and Special Collections

McGill University Library
3459 McTavish Street
Montreal, Quebec, Canada
H3A 0C9

(514) 398-4711

Rarebooks.library@mcgill.ca

Cover illustration: Engraved portrait of Johann Gutenberg from Joseph Moxon, *Mechanick exercises [...] the second volumne*. London: 1683.
Above illustration: Juvenal, *Decij Junij Juuenalis poete excellentissimi satyre [...] cum Jodoci Badij Ascensij familiari earundem explanatione*. [Lyon]:1523.

*Rare Books and Special Collections
McGill University Library*

Registration

Upon registration, all readers agree to the following rules and regulations governing the use of all Rare Book and Special Collections (RBSC) materials. Access to our collections is conditional upon their observance. Staff will be pleased to assist you and answer your questions.

All readers and visitors must register annually in order to consult materials or to view exhibitions on display in the Reading Room. The registration card must be completed with current mailing address and signed in agreement with the policies outlined in this brochure.

Coats and hats must be hung in the coat racks upon entering the Reading Room.

All bags, including briefcases, knapsacks, bags, purses, and laptop sleeves must be stored in the compartments located next to the coat racks.

Wallets and laptops may be taken to the Reading Room tables and to the Colgate seminar room.

No food or beverages are permitted.



Please ask for help

Staff at the desk can suggest avenues for accessing the collections, assist you with your reference questions, help you find relevant gateways to copies available in digital format, and arrange for specialized research assistance.

Handling of materials

Be sensitive to fragile items and use the book supports provided in the reading room. Keep all material on the table and well supported.

Do not hold material on your lap or lean on books while reading.

Ask for acid-free paper slips to mark pages. Do not make tracings, rubbings or marks of any kind on the works.

Only pencils and laptops may be used for taking notes.

On leaving, all material should be returned to the Reading Room staff.



Reproductions

Use of personal cameras is allowed in the Reading Room with staff permission. Please refer to the “RBSC Policy on Personal Photography”.

Requests for research-quality reproductions (photocopies, scans) or professional, high-resolution scans are handled by RBSC staff on a case by case basis. Ask staff for a reproduction form.

Images intended for publication (web or print) must be ordered from RBSC staff using the reproduction form. Fees may apply.

