

GUIDELINES FOR THE CONSULTATION OF PRECIOUS AND FRAGILE MATERIALS



Dear reader,



You are about to handle rare and fragile materials.
Please respect the following guidelines.

General guidelines:

- Please wash your hands before consulting the documents.
- No liquids at your table
- No sharp objects
- No food or drinks
- No pens, no ink (use only pencils)
- Do not take pictures of the documents (unless when given explicit permission, never with flash function)
- Do not put any objects on the documents
- Never leave the document unattended. Hand the document back to the staff at the desk when you leave your seat (even for a little while).

Guidelines unbound materials (Guido Gezelle, maps, letters...):

- Keep the documents in the exact order.
- Do not take the documents out of their polyester storage pockets.
- Do not photocopy the documents

Guidelines manuscripts and old prints:

- Open the volume by placing the spine on the display pillow, gently open the book in the middle and let the two covers rest on the pillow. Slowly flip through the book until you reach the page/folio you need. Mould the pillow to the desired shape to make sure that the book is well supported by the pillow, use extra pillows if needed. Do not overstretch the spine, this might cause serious damage to the binding.
- Place your hands or fingers as little as you can on the folios or pages to avoid staining and smudging. Use weights to keep the book open.

Reading equipment available at the front desk:

- Pillows (various sizes)
- Weights (various sizes and shapes)
- Pencils

Do not hesitate to ask the staff for help or further explanation.
Please address enquiries about reproductions to ludo.vandamme@brugge.be (manuscripts and old prints) or els.depuysdt@brugge.be (Guido Gezelle).

Thank you for your consideration.



Cushions and weights available at the desk



Please be extra careful with the *fenestrae* on the back board of some of the manuscripts.