

Please ensure the usability and preservation of the National Library material:

- Handle the material carefully and with clean hands.
- Do not mark the material with pens, pencils or adhesive notes.
- Do not lean or place any items on the material.
- If you need copies, contact the staff for instructions.
- The staff will be happy to help if you have any questions.

Only careful handling of the collections will ensure their long-term preservation.

Preserving the collections of the National Library requires the cooperation of staff and customers.

The National Library protects its collections against damage by repairing any that has already occurred. Instead of allowing access to original material in poor condition, surrogates, such as microfilms and digital copies, are provided for the customers.

The user instructions for reading rooms and the handling guidelines of the library material are also part of the National Library's efforts to protect its collections.

By handling the material in the reading rooms appropriately and carefully, fragile documents can be preserved for longer. Safe handling of the Library collections has both a positive cultural and financial impact.

Help us to protect the collections



Breaking the spine of a book

- Damage can occur if a book falls on the floor or is forced open more than the binding will allow.
- If the spine of a book is broken the covers may eventually become detached and the entire binding may break.



Unopened pages

- The sides of pages have not been cut open.
- The pages are cut open in the Conservation unit; do not open them yourself.

Always contact the staff if you notice any damaged items.



Damaged binding and loose pages

- If handled carelessly, the binding of a book may disintegrate and the pages may become detached.



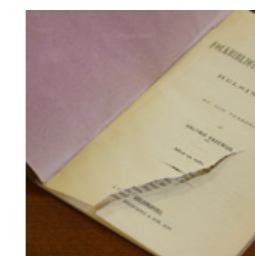
Folds and stickers

- Marking pages by folding over page corners or by using post-its damages paper permanently. Thin white paper slips can be used as bookmarks.



Tearing of the top of the spine

- If the headcap of a book is grabbed to pull the book off the shelf, it may tear and eventually disintegrate.



Paper tearing

- Acidic, yellowing paper is very fragile. Careless turning of pages may cause the paper to tear.

NATIONAL LIBRARY OF FINLAND

Postal address
P.O. Box 15 (Unioninkatu 36)
FI-00014 UNIVERSITY OF HELSINKI

Visiting address
Unioninkatu 36

FURTHER INFORMATION ABOUT COLLECTIONS AND PRESERVATION

General advice
kk-palvelu@helsinki.fi
Tel. (09) 191 23196
www.nationallibrary.fi

Centre for Preservation and Digitisation
kk-dimiko-customer-service@helsinki.fi
Tel. (09) 1911
<http://www.nationallibrary.fi/libraries/dimiko.html>



Safe handling of the Library material

Paper – an ancient and reliable medium but vulnerable to damage



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Take care of the Finnish cultural heritage!

The collections of the National Library of Finland form a significant part of the Finnish cultural heritage.

These collections contain irreplaceable Finnish and international material, which includes books, newspapers, journals, ephemera, maps, illustrations and manuscripts as well as other archival documents.

The duty of the National Library is to provide public access to this material, while preserving it for future generations.

As the material ages, it becomes more fragile. Excessive handling aggravates this effect. If an object is destroyed, its content and value as source material is permanently lost.

Each text, image or drawing on paper is worth preserving because of the unique information it may contain.

Taking a book from a shelf



- Tilt the book back with your fingers and pull it off the shelf by grabbing its cover with your other hand.



- Alternatively, you can ease the adjacent books aside and then lift the book off the shelf while holding onto its cover.



- The structure of a book may be damaged if the book is taken off a shelf by pulling it from the top of the spine.

Transport



- You can transport a few books in a hand-held basket. Use a trolley for a large number of books.



- Place the books securely on the trolley, either standing vertically or lying horizontally.
- If needed, use bookends. Always place large books horizontally.

Reading a book



- Open books carefully; do not force them open. Adhesive binding, in particular, may easily fracture if handled carelessly.



- Use snake weights, book stands or other tools for reading books that do not open easily.



- Use a support under the covers when reading a large book. If needed, ask the staff for assistance.

Table



- Always keep your table organised.
- Do not place anything on top of the material being examined.
- Do not allow any item to overhang the table edge.

Boxed material



- Turn leaves carefully and maintain their original order. Do not remove any items.

voiko olla näin, pidempi otsikko ei mahdu Oversized or fold-out material



- Do not take notes on top of the material under examination.
- Large printed documents are especially vulnerable to tearing and creasing.
- Carefully unfold any appendices and refold them exactly along the lines of their original folds.

