

## Kyoto University Main Library

### Handling Manual of Japanese-Style Bound Books

#### Before you use Japanese-Style Bound Books

- Wash your hands carefully and remove the moisture thoroughly.
  - Do not put hand-cream on your hands.
  - Do not wear white gloves because there is a risk that they damage the books.
- From the viewpoint of preservation of the books, please take off the following things:
  - Things hanging from your neck (long necklace, name strap, tie, etc.)
  - Wristwatch, bracelet
  - Ring with a large decoration
- Do not put things which have a risk of dirtying or wetting the books on the desk.

#### When you read Japanese-Style Bound Books

- Lay the book flat on the desk.
  - Do not press down the facing pages so as not to open the gutter too much.
- If plural books are in one case, take out and read one book at a time.
  - Do not read the book on the piled books.
- Hold the blank space and turn one page at a time carefully. Do not touch the characters and pictures on the pages as much as possible.
  - When turning the pages, do not lick your finger and use finger cots.
- When you take notes, use a black pencil (softer than 2B).
  - Do not use mechanical pencils and ballpoint pens, etc.
  - Do not take notes on the books.
  - Do not write anything in the books.
- When you put a bookmark between the pages, use a thin paper one. Do not use a sticky one.
- Copiers are not available for making copies of the books.
- Try to keep in mind not to change the book's state from before use.
  - If a piece of paper is inserted or pasted between the pages originally, do not change its place.
  - If you open a folded book, fold it along the fold line and restore it to its original state.
- If you take the size of the book, use a measure which is made of soft material without metal fittings.

## When you return Japanese-Style Bound Books

- Put the book in a plastic bag which is handed over at the time the loan is made and return it at the counter of Main Library.
- Book chutes and other libraries in the campuses are not available for returning the books.