

## Reading room rules (1st floor)

- Guests are kindly requested to register their name in the guest book and leave their coats and bags before entering the reading room.
- Phone calls or conversations are not allowed inside the reading room.
- Table reservations are not possible.
- Phone calls, computers and cameras must be set to silent.
- Underlining and using post-its in the material is not allowed.
- Cradles should be used when using sensitive material. They can be found at the desk inside the reading room.
- Handle the material with care. Turn the pages carefully and keep your hands clean.
- Keep the order of each document unchanged and do not mix them with other documents.
- You may use your own camera/phone/tablet to photograph material for your own use (without flash).
- If visitors wish to use their own scanners or other equipment, they must report it to the staff.
- It is recommended that only pencils be used when viewing manuscripts and documents.
- Remember to return the material when leaving the reading room.
- If manuscripts are returned after 17:00 they must be delivered to the Íslandsafn (Icelandic National Collection) desk outside the reading room.