
Scientific Information Resource Centre (Library)

Instructions to handle the books.

Books are precious sources of knowledge that need to be preserved and protected. Any damage to them can be catastrophic, depriving future readers of the valuable information they contain. Let's ensure that every book is treated with care and respect so that their knowledge can be enjoyed for generations to come.

The SIRC staff and your fellow readers would be grateful if you observed the following:

- Please do not reshelve or misplace the books. After using them, place them properly on the table.
- Hold books toward the sides rather than the top while taking them off the shelves.
- To prevent damaging the pages and binding of the book, please do not leave open books stacked on top of one another or a single book face down and open on a desk.
- Avoid piling books on the shelf or desk in an unsteady heap.
- Use a bookmark or a piece of paper to emphasize anything in a book instead of folding over a page, attaching a paper clip, or underlining.
- Copyright laws surely forbid making any copies of books. In this case, fair use is advised.
- Always keep borrowed books safe from the environment, ink, liquids, and other potential hazards.

Thanks for your Understanding.

[Click here](#) to go back