

TRAFOD A
DEFNYDDIO
CASGLIADAU
HANDLING AND USING
COLLECTIONS



lunch
NYMPH
Afterwards look
with H. to
GERSTHOF
to a place
where there was
ausgeschenkt
Monday the book
Saying leaves
good wine.

in
farm
father
little
behan
drawing
People
make
"Thank
gave
af
li

boy had a Viertel
in a collage-look
room containing the
family, the bed, the stove,
the cat, several
Scriptural pictures,
and 2 big tables.
Wine tasting of grapes
& clean earth in the
me a corrag with 2
tooth glasses.
Little girls playing
LOTTO.
Nestled stovish air
Brick walk down
Not such good gar

FRANZ DIGLES
SINGERSTR 12,
Restaurant of v. Bogus Barons
white washed walls
Table clothes.
lots of horns & a p heard
Green glasses.
Jade green juvs of white wine
The 15.8 wear hats with
shaving brushes & green hats
Horn by jackets
long black bones
green tiles
A round, green framed clock
white jackeded piccol
Bitte

TRAFOD A DEFNYDDIO CASGLIADAU

Mae Llyfrgell Genedlaethol Cymru yn gyfrifol am gadw'r eitemau o fewn ei chasgliadau ar gyfer defnyddwyr y presennol a'r dyfodol.

Achosir llawer o ddfrod i ddeunyddiau drwy ddefnydd diofal. Mae'n ddyletswydd ar bawb sy'n trin a thrafod y casgliadau i wneud hynny gyda gofal. Mae'r llyfryn hwn yn cynnig cyngor ar y dulliau cywir o wneud hynny. Diolchwn i chi am eich cydweithrediad i sicrhau dyfodol hir dymor casgliadau'r Llyfrgell.

YR YSTAFELLOEDD DARLLEN

Gellir edrych ar ddeunyddiau o fewn un o'r tair ystafell ddarllen. Cyn cael mynediad i'r Ystafelloedd Darllen, dylech olchi eich dwylo a chael gwared ar unrhyw hufen dwylo. Dylech fod yn ymwybodol y gall gemwaith neu ddilledyn anaddas achosi difrod i wrthrychau o'r casgliadau, ac felly, dylech fod yn barod i ddiôs eitemau o'r fath pan fo raid.

Ni chaniateir bwyd na diod yn yr Ystafelloedd Darllen.

Mae copïau dirprwyol ar gael ar gyfer rhai eitemau. Crëwyd y rhain er mwyn hwyluso mynediad, neu er mwyn gwarchod y dogfennau gwreiddiol drwy leihau'r defnydd a wneir ohonynt. Os hoffech ddefnyddio eitem wreiddiol, llenwch ffurflen eitem gyfyngedig os gwelwch yn dda. Yna gwneir asesiad cadwraethol ohoni er mwyn sicrhau ei bod yn addas i'w defnyddio.

HANDLING AND USING COLLECTIONS

The National Library of Wales is responsible for preserving the items in its collections for the benefit of current and future users.

Much of the damage to material is caused by mishandling or careless use. It is the responsibility of everyone who uses the collections to do so with care. This booklet provides guidance on the correct manner of handling and using the collections in order to ensure their preservation and facilitate continuing use. We thank you for your co-operation in ensuring the sustainability of the Library's collections.

READING ROOMS

Material is consulted in one of the three Reading Rooms. Before entering the Reading Rooms, you should wash your hands and remove hand creams. You should also be aware of any jewellery or clothing which may catch on collection items and remove if necessary.

No food or drink is permitted in the Reading Rooms.

Surrogate copies are available for some items. These have been created to promote access, or to preserve the originals by limiting handling. If you wish to consult the original item, please fill out a restricted item form. A conservation assessment will then be made of the original item to ensure that it is suitable for issue.

Os oes gennych unrhyw bryderon neu gwestiynau ynghylch cyflwr neu ddefnydd o eitemau, cysylltwch â staff yr Ystafelloedd Darllen.

If you have any concerns regarding the condition or handling of items, contact the Reading Room staff.



TRIN LLYFRAU A CHYFROLAU RHWYMEDIG

Defnyddir llyfrau, cylchgronau a deunydd printiedig o fewn Ystafell Ddarllen y Gogledd.

Dylech sicrhau na fyddwch yn cam-drin rhwymadau wrth eu hagar.

Dylid defnyddio crudiau wrth ddarllen eitemau â rhwymadau tynn. Ni ddylid eu hagar i ongl sydd yn fwy na naw deg gradd.

Mae'n rhaid defnyddio llyfrau prin a'r rhai hynny a argraffwyd cyn 1820 mewn ardal arbennig o'r Ystafell Ddarllen.

Gofynnwch am bwysau i ddal tudalennau o lyfrau ar agor.

Ni ddylid cysylltu pethau fel clipiau papur neu nodiadau "post-it" ar eitemau.

Ni ddylid ysgrifennu ar lyfr nac ar ddarn o bapur sydd yn gorwedd ar lyfr. Ni ddylid gosod unrhyw beth ar lyfr agored.

Ni ddylid gosod eitemau wyneb i waered neu ar y llawr.

Dylid hysbysebu staff ynghylch eitemau sydd â thudalennau rhydd, bregus neu wedi rhwygo. Dylid hefyd ddwyn sylw at dudalennau sydd heb eu gwahanu.

Dylid cario cyfrolau mawr yn wastad yn erbyn y corff, gyda'r ddwy law yn cynnal y meingefn.

Wrth estyn llyfr oddi ar sillf agored, ceisiwch osgoi tynnu ar dop y meingefn. Dylid ymdrechu i afael yn ofalus am ganol y gyfrol.

HANDLING OF BOOKS AND BOUND VOLUMES

Books, journals and printed material are consulted in the North Reading Room.

You should ensure that the bindings are not stressed when opening books or bound volumes.

Items with tight bindings should be supported by cradles and should not be opened to more than a ninety degree angle.

Rare books and those printed before 1820 must be consulted in a specific area of the Reading Room.

Ask for weights to hold open the pages of books.

Do not apply any fasteners, such as paper clips or post-it-notes, to items.

Do not write in a book or on a sheet of paper resting on a book.

Do not place anything on top of an open book.

Do not place items face down or on the floor.

Inform staff about items with brittle, torn or loose pages, or if pages have not been separated.

Large volumes should be carried flat against the chest, with both hands supporting the spine.

When removing a book from an open shelf, avoid pulling the top of the spine. Please carefully hold the volume by its middle part.

Wrth ddefnyddio'r peiriant llungopïo, ni ddylid gor-wasgu meingefn unrhyw lyfr.

TRAFOD DEUNYDD DI-BRINT

Defnyddir defnyddiau archifol a llawysgrifau, ffotograffau, mapiau, gweithfeydd celf a microffilmiau o fewn Ystafell Ddarllen y De.

Dylid defnyddio pensiliau yn unig yn yr ardal ddiogel.

Ni ddylid pwysu ar unrhyw eitem, ei marcio, na gosod unrhyw beth ar ei phen.

Rhaid cadw papurau rhydd yn y drefn wreiddiol.

Os clymwyd dogfennau yn fwndeli, rhaid eu hail-glymu gan sicrhau na wneir hynny yn rhy dynn nac yn rhy lac.

Dylid agor unrhyw eitem sydd wedi ei rholio, megis mapiau, yn raddol ar wyneb addas o dan gyfarwyddyd aelod o'r staff. Dylid ail-rolïo'r eitem yn ei threfn wreiddiol.

Ni ddylid cyffwrdd ag arwyneb ffotograff, paentiad neu ffrâm euraid, a dylid cyfyngu ar eu hamser mewn goleuni.

Efallai y gofynnir ichwi wisgo menig cyn trin a thrafod ambell eitem - bydd hyn yn dibynnu ar y cyngor a roddir gan staff yr Ystafell Ddarllen.

When using the self-service copying machine, do not stress the spine of the book.

HANDLING OF NON-PRINT MATERIAL

Archival and manuscript material, photographs, maps, artwork and microfilms are consulted in the South Reading Room.

Only pencils may be used in the secure reading area.

Do not lean on, mark, or place anything on top of items.

Keep material in the order in which it was issued.

If documents were tied in bundles, re-tie the bundles, making sure that bundles are not tied too tightly or too loosely.

Any rolled items, such as maps, should be opened in sections on appropriate surfaces, as directed by staff, and rolled back in the correct order.

Do not touch the surfaces of photographs, paintings or gilt frames and ensure that exposure to light is minimised.

You may be asked to wear gloves to consult some types of material, but this depends upon advice from Reading Room staff.

DEUNYDD ARCHIF SGRIN A SAIN

Cedwir y rhan fwyaf o'r deunydd mewn storfa oer, a bydd angen 24 awr ar eitem i hinsoddi cyn y gellir ei gosod mewn peiriant chwarae. Oherwydd hyn, dylid cyflwyno ceisiadau ar gyfer gwrando neu wyllo o leiaf 24 awr ymlaen llaw.

Mae rhai defnyddiau'n rhy fregus i'w chwarae dan amgylchiadau normal, ac weithiau bydd angen amser ychwanegol i wneud copi. Mewn achos o'r fath, ceisiwn hysbysu'r defnyddiwr o'r sefyllfa.

Ar ôl derbyn cais cedwir deunydd yn barod i'w wyllo neu'i glywed yn swyddfa Archif Sgrin a Sain Genedlaethol Cymru. Bydd staff yr Archif yn cynghori defnyddwyr ar sut i ddefnyddio'r offer chwarae o fewn yr Ystafelloedd Gwyllo a Gwrando.

Dylid cymryd gofal arbennig wrth chwarae tapiau-fideo. Fel arfer symudwyd y tâp ymlaen hyd at fan cychwyn y rhaglen berthnasol a dylid osgoi gordefnyddio pwyntiau stopio, cychwyn, symud yn gyflym ac ail-weindio. Dylai defnyddwyr sydd yn rhagweld y bydd angen gwneud hyn arnynt, e.e. er mwyn trawsgrifio, hysbysu staff yr Archif adeg gosod eu cais, er mwyn iddynt baratoi copi trosglwyddo.

Er mwyn gwrando ar recordiau finyl, bydd y staff yn darparu trofwrdd, ac yn dangos sut i'w weithio. Ni ddylid cyffwrdd ag arwyneb record, ac ar ôl ei gosod ar y trofwrdd gan ddefnyddio'r ddwyllaw, dylid glanhau unrhyw lwch â'r brws arbennig a ddarperir.

HANDLING OF SCREEN AND SOUND MATERIAL

Most material is kept in cold storage and needs 24 hours to acclimatise to room temperature before inserting into a playback machine. For this reason, requests for listening or viewing should be submitted at least 24 hours in advance.

Some material is too fragile to playback under normal conditions and additional time may be required to make a transfer copy. In such cases we will try to inform the user of the situation.

Requested material is kept ready for viewing or listening in the NSSAW office and Archive staff will direct users how to operate the playback equipment in the Viewing and Listening Rooms.

Particular care should be taken with the playback of videotapes. Normally the tape will have been cued to the start of the relevant programme and excessive use of the stop, start, fast-forward and rewind buttons should be avoided. Users who foresee they will need to do so, e.g. for the purpose of transcribing, should inform Archive staff at the time of making the request, in order that a transfer copy can be prepared.

For playback of vinyl records staff will set up the turntable and direct users regarding its operation. The record's playing surface should not be touched and, after placing it on the turntable using both hands, any dust should be wiped away using the brush provided.

Dylid ail-osod eitemau o bob fformat yn eu llewys neu eu casys yn syth ar ôl eu defnyddio, a dylid ail-weindio tapiau fideo yn ôl i'w cychwyn.

Items in all formats should be replaced in their sleeves or cases immediately after use and videotapes rewound to the beginning of the tape.



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