

Handling and using archives and fragile printed material

You should always:

- **Use a pencil when making notes from documents you are consulting;**
- Keep your workspace clear, placing all large bags in the locker provided;
- Handle all archive material with care;
- Ensure your hands are clean before consulting material;
- Use book rests when consulting volumes to avoid putting unnecessary strain on the spine;
- Use archive weights when viewing rolled items or items which won't easily lie flat;
- Ensure you keep loose documents in their original order (open only one volume, file, box or bundle at a time);
- Keep your place using only the acid-free bookmarks provided;
- Cover maps or plans with a sheet of archival polyester to prevent damage or marking;
- Wear gloves provided when handling photos or negatives.

You should not:

- Eat or drink anything in the reading room;
- Use pens or erasers, as these may damage documents;
- Lean on, or place anything on top of, archive material, whether open or closed;
- Try to force documents open: let staff know if you are having difficulties;
- Touch the text of documents, or mark them in any way: instead use the acid-free paper strips provided to follow the text line;
- Photograph items without staff permission;
- Make tracings of maps or plans.

Thank you for your co-operation in ensuring the survival of the archives for generations to come.