

Care and Handling of Archival Materials

- Permission must be obtained before using your camera
- Ensure that your hands are clean prior to handling documents
- Only pencils or a laptop/pda may be used when taking notes
- White cotton gloves (supplied by staff) must be used when handling photographic negatives, photographs and very fragile items
- Use one box at a time if possible
- Please use the file marker provided and do not rearrange folders within the box or documents within the folder
- Do not apply pressure to the documents or place any items on the documents (use book weights if necessary to keep items flat)
- Inform staff of missing, misfiled or disordered files/items

In order to keep tables clear we may leave some boxes on a book truck. If you need assistance moving the boxes between the book truck and the table please ask for assistance.

Care and Handling of Rare Books

- Permission must be obtained before using your camera
- Ensure that your hands are clean prior to handling rare books
- Only pencils or a laptop/pda may be used when taking notes
- Do not apply pressure to the books or place any items on the books (use book weights if necessary to keep books open or a book stand for additional support)
- Do not use page markers (e.g., book marks, post-it notes, paper clips, pencils); If you would like to mark a page please use a file marker supplied by staff
- Turn pages at the corner only
- Inform staff of damaged books and/or uncut pages

In order to keep tables clear we may leave some books/volumes on a book truck. If you need assistance moving the books/volumes between the book truck and the table please ask for assistance.