

Handling Archival Records

ONLY PENCILS MAY BE USED TO TAKE NOTES.

- Before examining archival records, users should remove any dangling jewellery, identification cards, etc., which may come in contact with the record.
- Do not apply hand lotion or cream prior to handling archival records. After eating, wash and thoroughly dry hands before working with archival records.
- Archival records should only be viewed on research tables that provide clean, uncluttered surfaces with adequate note-taking space.
- Please leave archival records flat on the table surface as much as possible. Avoid letting records overhang past the table's edge.
- Avoid forcing volumes open to 180° so they lie flat. Staff can assist you in using weights or book supports that preserve a volume's binding.
- Use the white cotton gloves to handle all photographs. They are not required for other records, unless records are soiled.
- Always handle archival records with both hands. Handle one file; one record at a time. Do not remove documents from folders. If you have a question about a document, ask staff to come to your table; do not carry the document around the Research Room.
- Handle records carefully and deliberately. Never flip archival records like magazine or newspaper pages. Move the records by sliding them from one pile to another. Replace them in the same way when you are finished, sliding them back into their original order.
- It is imperative that you maintain the order of the archival records you are using. Do not change the order of the files within a container, or items within a file.
- Do not write on archival records. Avoid placing your note-taking pad on top of records or leaning directly on archival records. Tracing or the use of 'post-it' notes, staples or paper clips on archival records is not permitted.
- Certain types of archival records, such as rolled items, blueprints and glass plate negatives, have special handling needs. Staff will offer guidance to researchers handling these records.

If you have any questions about handling archival material, staff would be happy to answer your questions or assist you in any way.