

# Handling Archival Records

USE PENCILS PROVIDED TO TAKE NOTES.

- Before examining archival records, 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 or handling soiled records, 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.
- Leave pages flat on tables; never flip archival records like magazine or newspaper pages.
- Avoid letting records hang over the table's edge.
- Move large records by carefully sliding them with a support rather than flipping them over.
- Do not remove documents from folders. If you have a question about an item, ask staff to come to your table; rather than carrying the document around the Research Room.
- 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.
- Maintain all records in the order you receive them. Use the coloured place-markers provided.
- Use the white cotton gloves provided to handle all photographs. They are not required for other 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 and assist you with this type of material.

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

*Thank you for helping us preserve the region's documentary heritage.*