

JAFET LIBRARY
ARCHIVES AND SPECIAL COLLECTIONS

HANDLING GUIDELINES FOR ARCHIVAL MATERIALS

The materials you are about to examine are fragile and easily damaged. These guidelines will provide a few pointers to help you access the information you need while ensuring that no damage is done to the material. Please read these guidelines and sign your name at the bottom before beginning your work.

- Use only pencil to take notes - no pens or markers.
- Wash your hands frequently to avoid exposing the material to natural oils and other residue. Often a fingerprint is not seen at the time of contact, but will appear later etched into the surface of the document.
- When handling documents, please avoid touching their surfaces if not necessary. Gloves must be worn upon request. Hands should also be free of other objects, such as pencils.
- Keep the material flat on the table at all times.
- Do not write, lean, or place any object on the surface of any materials.
- Do not stack materials.
- Handle matted or sleeved materials one at a time, always using both hands.
- Materials must be kept in the order in which they are found. If the material appears to be out of order, do NOT rearrange them. Any problems should be reported to ASC staff.
- Oversized material should never be moved without assistance. It will put both the mover and the material at risk. Large sheets of paper will often tear by their own weight when lifted. Always keep objects as level as possible.
- Do not remove any material from its mat or protective sleeve. If you have questions, please ask the ASC staff.
- Be mindful of the condition of any supporting or covering material (leather, cloth, paper, vellum, metal furniture, labels) that may be attached to the document you're interested in.
- We welcome your suggestions for making our catalogue records more accurate or complete.
- Because the Study Room is located in the Archives and Special Collections Department, we ask that you please turn off cell phones and keep conversation to a minimum.

Please sign below to acknowledge that you have read and understood these guidelines.

Signature: _____

Date: _____