

CARING FOR OUR RECORDS AND YOURSELF

Please ensure you review and follow our care and handling guidelines.

Clean your hands with soap and water before and after handling records.

- Oils and dirt on your hands can transfer to the records and cause damage.
- Existing dirt and dust on records can transfer to your hands, so we recommend cleaning your hands after handling to protect your health and well-being.
- Alcohol-based disinfectants can have a harmful effect on records.
- Ensure hands are dry.

Wear gloves when appropriate.

- Wear cotton or nitrile gloves when handling photographic materials, as they are chemically sensitive and can be affected by the oils on your hands.
- Wear nitrile gloves when handling flagged material, as it has been previously treated for mould.
- If at any time you would prefer to wear gloves for your safety or the care of our records, speak to any member of our reference staff.
- Always wash your hands after wearing gloves, particularly if you are continuing to handle records.

Use only *one* file from *one* box at a time, and maintain the original order of files and the documents within a file.

- Using one file ensures that records are not misfiled and are maintained in their original order.
- Original order ensures records are contextualized. This context can be very important for understanding the records and why or how they were created.

Always keep records in their file folders.

- If you want to copy a specific record, please bookmark the pages with the pink slips available in the Reference Room to ensure records maintain their original order.
- If you have a question about a record, please ask the reference archivist to come to your workstation.

Use a pencil or computer to take notes, or use a camera without flash.

- Pen can cause irreversible damage to records
- Many archival records are sensitive to light. Excessive light can cause inks and colours to fade
- All photographs taken are for private research only

If you find staples or other damaging fasteners, ask an archivist for assistance.

- This should be documented and dealt with by a member of our staff.
- Staples and fasteners may be rusty or sharp, and removal could damage the records or cause you harm.

Ensure records are adequately supported and on the table.

- This reduces the wear of handling, ensuring records are maintained in good condition.
- Books and other three-dimensional material may need additional supports. If your records need additional support, please speak with a member of staff.

Avoid leaning on records or writing on paper placed on top of records.

- Leaning on records can place additional stress on bindings and fragile materials
- Writing on paper on top of records can make impressions and may obscure their contents

If you have any questions or concerns, please ask one of our reference staff and we will be happy to assist you.

