

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

Clean 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 therefore 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 handling:

- Photographic material (cotton or nitrile gloves are appropriate)
- Flagged material as it has been previously treated for mould (nitrile gloves are appropriate)
- If at any time you would prefer to wear gloves for your safety or comfort, you can ask any member of our reference staff
- Always wash 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 aren't 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/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 cameras 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

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

- 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. Please ask a member of staff if your records need additional support

Avoid leaning on records and 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'll be happy to assist you.