

RECORD HANDLING GUIDELINES

Please handle all records *very* gently

Please ensure that your hands are clean

Avoid touching the text of a document

Use a slip of acid free paper and *not* a finger to follow text

On no account lick your finger while turning pages

Use cotton gloves for fragile and vulnerable items

Documents, maps and other items should not overhang the table

Use the cushions to support items and the weights to hold volumes, documents and maps flat

Do not lean on, or place anything on top of, documents, plans or books

Be careful not to mark the records in any way

If you are have difficulty opening or separating records, seek assistance from staff

Do not rest your notepaper on records

Only pencils can be used to take notes

Eating, drinking and smoking are forbidden