



## **East Riding Archives and Local Studies Service**

### **Handling Guidelines**

The archives we hold are unique and irreplaceable. Some are already hundreds of years old and will only continue to survive if they are handled with care. By observing these rules in our research room you are helping to preserve the East Riding's written heritage.

Please ask a member of staff if you need any assistance.

#### **Handling documents and books:**

- Wash your hand before handling any documents. Remember fingerprints are forever.
- Use pencils at all times.
- Do not lean on or rest anything on documents, books or maps.
- Ensure that a document does not overhang the edge of the table.
- Loosen the ties on a folder completely when removing the documents.
- Use helpful tools: book rests, pillows and weights, etc. Please ask a member of staff for these.
- If you see that a document or book is damaged, please inform a member of staff.
- When returning an item to the desk, please carry with care. Ask for help if necessary.

#### **Books:**

- Do not lick your fingertips and then turn pages over.
- Always use book pillows to support volumes.
- To prevent damage do not force the spine of a volume open.
- Do not run your finger down the surface of the page.
- Stacking books should be avoided where possible.

- If the volume is locked please ask a member of staff for assistance.

**Flat documents:**

- Please handle and carry documents with care.
- Please keep documents in order.

**Maps or Plans:**

- Allow plenty of table space to spread large documents out. Do not let them hang over the edge.
- Do not force documents to be flat if they resist.
- Please take particular care with rolled documents.

**Photographs:**

- Handle with care and avoid touching the surface.
- Be especially careful not to fold or bend.
- You will need to wear gloves to handle some photographs. These will be provided by a member of staff.

**Thank you for your cooperation**