

Handling materials is damaging, no matter how carefully it is done. The light and heat produced during scanning damages paper and contributes to fading. Original images, drawings, maps and plans are often best reproduced by digital photography instead. Other contributing factors to archival damage are environmental issues, chemical reactions and pests.

1. Wash and dry hands before handling archives. Hands should be clean and dry before handling paper items, as the oils from fingers can cause staining on the paper. Preferably use gloves when handling photographs.
2. Handle documents as little as possible.
3. Never disturb the original arrangement of documents.
4. Never crease, fold or bend documents.
5. Make note and report damaged documents.
6. Read but don't touch the text on the surface of the documents.
7. Re-box, re-assemble, or re-tie documents with care.
8. Always use pencil when working around archives
9. Never mark documents or erase anything on them.
10. Use pencil sharpeners away from documents.
11. Do not lean on the documents when taking notes.
12. Do not use glue, self-adhesive tape or correcting fluid anywhere near the documents.
13. Do not use sharp instruments in the presence of documents.
14. Do not have food or drink around documents.

Signed _____

Date _____