



Hertford College Archives

Document Handling Guidelines

Archival records need the highest standards of care and use if they are to be kept permanently for future generations. Documents can be fragile and large volumes awkward to handle, so you can help to preserve them by observing these basic rules:

Please do:

- Make sure your hands are clean and dry
- Study one document at a time, placed on a flat clean surface
- Use the book rests provided in order to protect the spine of large volumes
- Use weights provided to hold rolled, folded or large items flat
- Use gloves if provided when handling photographs
- Turn pages carefully
- Make notes using pencils or a laptop
- Use acid-free paper slips to mark pages
- Keep the documents in the order that they are arranged

Please do not:

- Bring food or drink, including water, into the reading room
- Place items on the floor
- Use pens or biros in the reading room
- Write on or mark any document or erase anything on them
- Lean on the document, or touch the surface with your fingers
- Take documents or photographs from plastic enclosures, or try to remove pins, staples or tags
- Fold over corners or lick your fingers to turn pages