

Handling Guidelines for Books and Bound Volumes



Books must remain in cradles.

Keep cradles completely on the table.

Work slowly to avoid causing damage.

Use weights to keep pages flat or open.

Place weights on blank areas of the page.

Avoid touching areas with text or images.

Do not rest hands, arms, or objects on items.

Do not add or erase marks.

Do not take notes on top of collection materials.

Return books as you received them.

Maintain the location of loose items in books.

Request assistance when handling:

- Loose or detached pieces
- Oversized volumes
- Fragile or brittle volumes
- Complicated fold-outs
- Any other handling concern



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Handling Guidelines for Unbound Manuscripts, Photographs and Flat Objects



Keep items flat on the table and in their folders.

Work slowly to avoid causing damage.

Maintain the order of items within each folder.

Preserve the order of the folders in each box.

If items are out of order, ask staff for assistance.

Use weights to keep sheets flat or open.

Place weights on blank areas of the sheet.

Avoid touching areas with text or images.

Do not rest hands, arms, or objects on items.

Do not add or erase marks.

Do not take notes on top of collection materials.

Request gloves for photographs and metal objects.

Request assistance when handling:

- Oversized items
- Fragile or brittle items
- Complicated formats like playbills, maps, scrolls, or items with fold-outs
- Any other handling concern



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