

COLLECTIONS HANDLING ESSENTIALS



Handling essentials include the following:

- Cleanliness of hands and work surfaces
- Always have a planned landing area before removing an item from storage.
- A book should be grasped by the boards (the shoulders), not at the end cap, when being retrieved or reshelved.
- Flat paper should be handled at the edges and be supported so that it is not creased.
- A bulky book or fragile material may require a book cradle or book snake to allow it to be opened without damaging the spine or spine lining and to support it fully.
- Large flat paper, as oversized prints, drawings, maps, and architectural drawings, should always be supported on a piece of mat board larger than the item and should be turned over in a package of two pieces of mat board held tightly together. Only a trained staff member should turn large items.
- Fragile folded papers should not be given to users, and should be opened only by a conservator.
- Photographs should be handled with cotton gloves.
- Whenever possible, papers should be photocopied individually. Fragile or irreplaceable papers should never be fed into a photocopier. Bound material should never be forced flat to be photocopied.