



General Handling Guidelines

PENCILS ONLY!

DO

- ✓ Wash your hands and dry them thoroughly before handling collection items.
- ✓ Allow adequate space on the desk.
- ✓ Place items flat on the desk rather than leaning them over the desk edge.
- ✓ Handle loose papers by their edges or use a secondary support.

DO NOT

- ✗ Write on, lean on, press on, rest on or place anything underneath or on top of collection items.
- ✗ Trace over items.
- ✗ Touch images, photographs or text on pages. Acid free paper markers are available at the desks and Issue desk.
- ✗ Remove clips or other fastenings from documents.
- ✗ Rearrange loose paper items, even if they appear out of order.