

## **ARCHIVES READING ROOM RULES**

All readers must ensure that they:

- Turn mobile telephones off
- Use pencils for writing or note taking, except when completing designated forms
- Do not remove records from the designated area
- Do not transfer records to another researcher
- Keep all noise to a minimum while working in the reading room
- Do not eat or drink in the reading room
- Do not enter “Staff Only” areas

## **ARCHIVES CARE & HANDLING RULES**

All readers are required to:

- Handle all original items with care at all times
- Not remove documents from bundles
- Not disturb the order of records in which they were issued
- Wear gloves when requested by reading room staff, especially when handling
  - Photographic material (print and other)
  - Maps and plans
  - Pre-1920 material
- Ensure that hands are clean, dry and free from lotions that may stain and add to the deterioration of the records; staff may request that you wash and dry your hands thoroughly before handling the records
- Not place objects on the records
- Not mark any record (do not trace, highlight or underline archival material)
- Turn folios carefully one at a time, ideally from the top right hand corner
- Ensure that volumes are fully supported at all times; ask staff for assistance if necessary
- Do not lean on archival records when writing
- Do not use items such as “post-it” notes, cardboard, pens, pencils or memo pads to mark places in archival records; ask staff for paper flags
- Report any concern to staff
- Report any damage such as loose or torn folios, so that they can be referred for preservation treatment