

APPENDIX B

Mount Saint Vincent University Archives HANDLING RULES

There is the risk of damage whenever records are used or handled, but by following these common-sense rules and guidelines you can help minimize this risk. Please remember that staff members are always happy to assist or to answer any questions you may have. Thank you for your cooperation.

General Guidelines

Food and beverages are not permitted in the vicinity of archival material.

Pencils only are to be used for taking notes. The use of pens or indelible pencils is prohibited.

At the discretion of the Archivist, all briefcases, books, notebooks and other personal property are subject to inspection before removal from the Library.

Personal Etiquette

Cleanliness while handling documents is essential. Please wash and dry your hands at regular intervals during each work period. This will ensure that dirt, perspiration salts, and greasy, oily deposits are regularly removed from hands.

Documents

The use of documents of exceptional value or in fragile condition is at the discretion of the Archivist. Copies may be substituted for original documents. Keep all material either flat on the table or well supported.

Records must be kept in the order in which they are delivered. Documents appearing to be in disorder must not be rearranged by a researcher, but should be referred to the Archivist.

Do not write upon, lean upon, mark, fold or otherwise alter or mishandle records provided for use. They must not be used as writing pads. Please remember that the document being examined may be the only one of its kind in existence.

No books, papers or other objects may be laid on the documents. If a photocopy is needed and permissible, the Archivist will arrange for fee-based photocopying. There is no self-service photocopying of archival records.

To remove documents from a storage box, remove the file folder and its contents. Do not remove individual records.

Photographic material

Cotton gloves must be worn when handling photographic materials.

Damaged Documents

Please notify the Archivist of any damaged document found during research.