



Document Handling Guidelines

The Archive is here to provide access to the documentary heritage of Northumberland, but many of our records are very fragile and to preserve them for future users we need your help. Please follow these basic principles and together we can keep our records safe.

- Handle documents carefully by the edges; try not to touch them any more than is absolutely necessary.
- Do not lean on documents.
- Do not run your fingers along document, use acid free paper to mark your place if you need to.
- Ensure your hands are clean and dry, do not moisten your fingers to turn pages.
- Make sure you have enough space to view the documents, do not allow them to overhang the table.
- Make sure books are properly supported using the special supports available, don't open them flat.
- If you are viewing large rolled documents then use weights provided to open them out.
- No food or drink is allowed in the search room, this includes gum, sweets or bottles of water.
- If you are viewing a bundle of documents then please do not re-arrange the order.
- Do not mark the documents in any way.
- Only the use of pencils is allowed in the Study Centre.
- Do not remove any fastenings

- If the document was tied with archival tape then please retie this when you are returning the document.
- Do not be afraid to ask staff for assistance, they are happy to help.

Northumberland Archives is committed to providing a quality service to all its users and therefore this information is also available in Large Print and via the Internet. The Internet address is

www.northumberlandarchives.com

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October 2018

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