

HOW TO HANDLE ARCHIVAL MATERIAL

DEPARTMENT OF ARCHIVES
AMERICAN SCHOOL OF CLASSICAL STUDIES AT ATHENS

2009

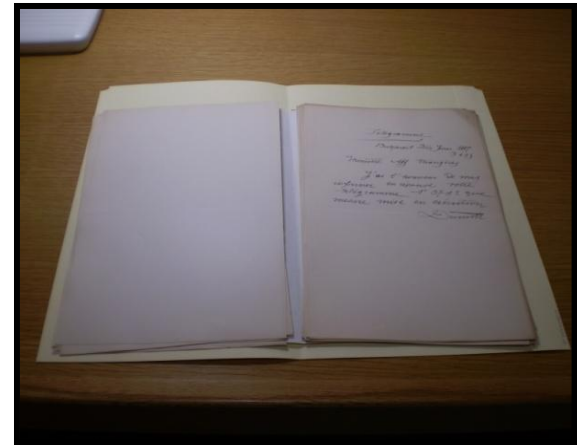
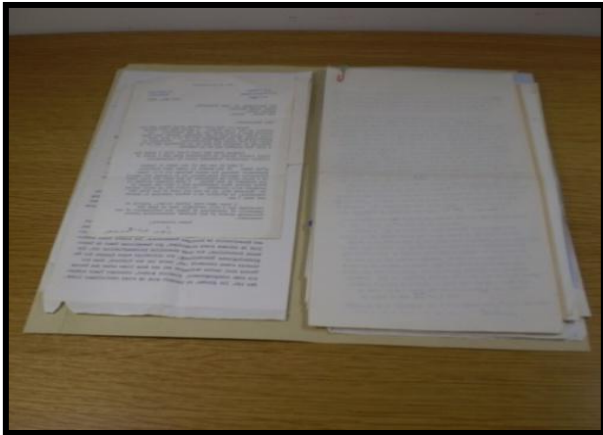
HOW TO HANDLE ARCHIVAL MATERIAL

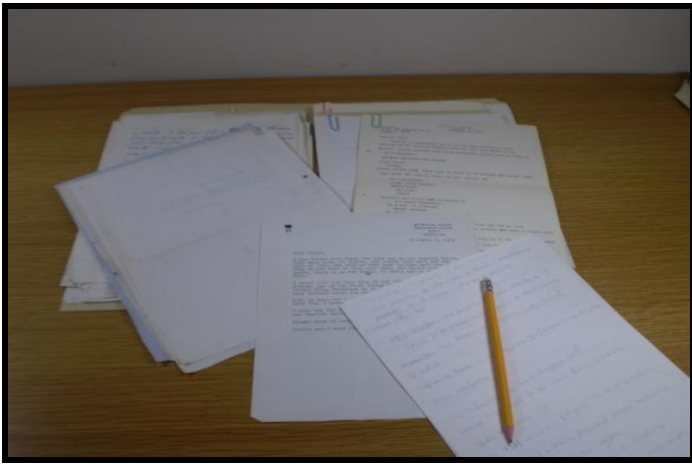
General Practices that should be followed by everyone

- Coats, briefcases, parcels, personal books, etc. must be left in the lockers located at the entrance of the main reading room of the Library.
- Eating, gum chewing and drinking are prohibited in the Reading Room.
- No ink on any form may be used in the Reading Room. Only pencils can be used for taking notes, however you may bring in lap top computers.
- All archival records must be handled carefully. While they are in your custody, you are responsible for them. Please report any irregularities that you may see to the Archives staff.
- Wash your hands before you start working and avoid using hand cream.

How to handle files and documents

Files usually consist of loose sheets. The type and size of paper may vary, and files may also contain photographs, or folded maps and drawings.





Don't

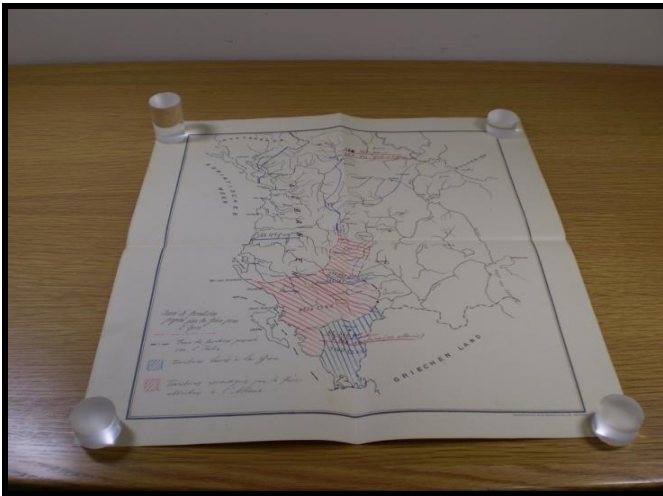
While working with documents

- Documents should not hang off the edge of your desk or be held when read
- Turn pages with care
- Do not put items on top of documents
- Use a soft leaded pencil only
- Use the pencil sharpeners provided
- If you observe defects, damages in documents or documents out of order please point these problems to the Archivist

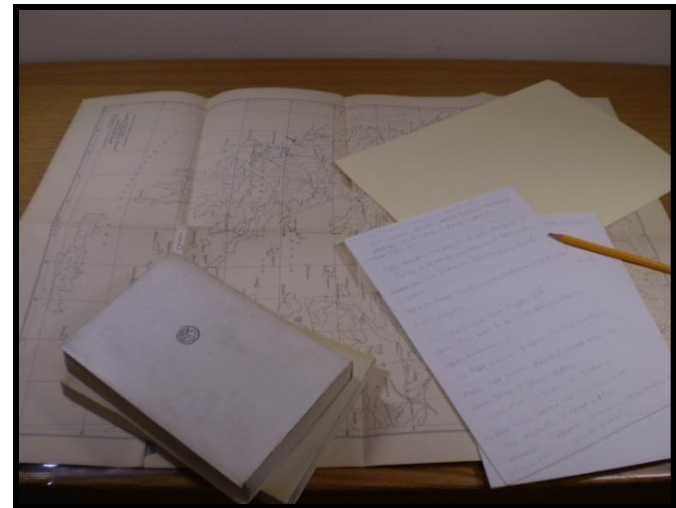
Handling maps and plans

There are many different types of large-scale documents, including maps, plans, blueprints and posters. These may be stored flat, rolled or folded.

DO



DON'T



Make space:

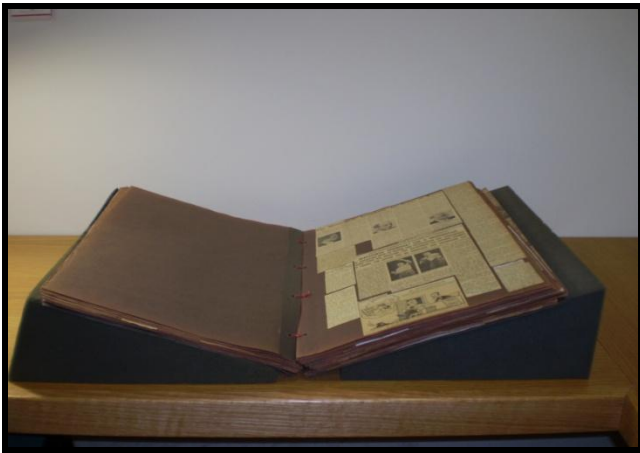
- Make sure that you have enough space before unrolling a large document.

Handling books, large volumes

Many different styles of binding are to be found at the Archives, from limp vellum bindings, to library bindings and account bindings.

Provide support:

- Use wedges to support the book at an angle. This puts less strain on the spine and creates a comfortable reading angle. Use a foam pad for additional support at the beginning and end of the book.



Avoid touching the document:

- Use weights to hold down pages, and use a paper marker to follow the text.



Don't

Ask staff for help if a book is particularly large or heavy, or if pages are stuck together.

Handling of photographs

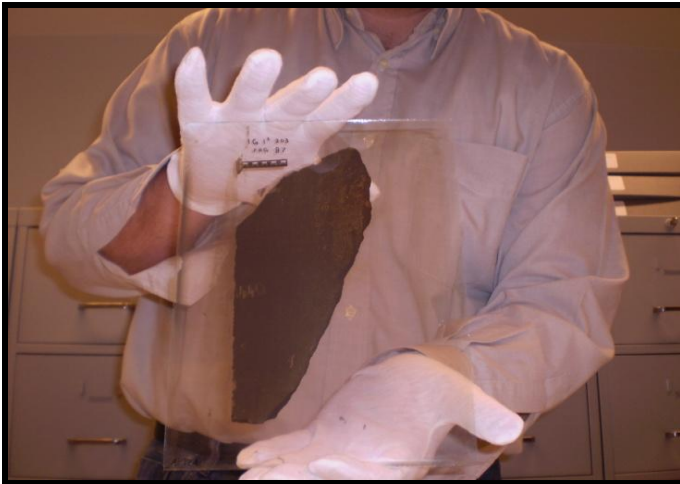
As with any archival item, correct handling of photographs will help us preserving them better

- Use cotton gloves at all times when handling photographic material (the Archives staff will provide you with a pair)
- Always handle photographs carefully. Wearing cotton gloves will decrease the chance of scratching or of dirt and oils on an individual's hands being transferred to the image.
- Never touch the face of a photograph. Always hold it by the edges or the underside.



Handling of glass plates

- Ensure that you are working on a free surface
- Handle plates by two opposite edges. Never hold them by one edge, or the corners
- Place glass plates emulsion side up when you lay them flat on the surface
- Never place any pressure on the plate: do not press, lean or write on top of it
- Never stack the plates while you are working with them



PLEASE REMEMBER WHEN IN DOUBT ALWAYS ASK THE HELP OF THE ARCHIVES STAFF