DHPS | NY

Documentary Heritage & Preservation Services

FOR NEW YORK

Thanks for joining us! Today's presentation will begin shortly.

If you have questions or want to report any technical issues,
contact us at info@dhpsny.org or (*215) 545-0613 ext.317*

Creating Physical Access:

Setting Handling Guidelines



Amanda Murray, *DHPSNY Preservation Specialist*

Access and Use in the SAA Code of Ethics

Archivists actively promote open and equitable access to records in their care as much as possible. They strive to minimize restrictions and maximize ease of access. They facilitate the continuing accessibility of archival materials in all formats. Archivists formulate and disseminate access policies that encourage ethical and responsible use. They work with creators, donors, organizations, and communities to ensure that any restrictions applied are appropriate, well-documented, and equitably enforced. When repositories require restrictions to protect confidential and proprietary information, such restrictions should be applied consistently. **Archivists should seek to balance the principles of stewardship, access, and respect.**

When are handling guidelines important?

- Processing and cataloging
- Housing and storage
- Transport and moving
- Exhibition installation
- Research
- **Any time collections are accessed or used!**

Handling guidelines include:



- Who may handle collections materials
- Necessary training
- Use of gloves
- Collection transport
- Mounts for transport/use
- What materials may be used around collections
- When materials will be restricted due to physical condition



'Iolani School Archives: Reading Room Guidelines

The 'Iolani School Archives collects, organizes, preserves and provides access to historical records of 'Iolani School.

Reading Room Guidelines

You can help us protect the records!

The Archives is comprised of school publications, photographic and multimedia images, artifacts, institutional records, and manuscript collections in analog and digital formats, which elucidate the historical events, growth and development of 'Iolani School.

The following guidelines have been adopted as instructions and rules for the use of Archival materials. We ask your cooperation in adhering to these guidelines. If at any time you have questions about the handling of materials, please do not hesitate to ask. Also, if you come across an item that needs care, please bring it to the attention of a staff member.

The Archives staff is responsible for safeguarding and preserving the collection for both its physical and intellectual posterity. Observing the rules and practices of the Reading Room is necessary for the Archives to carry out its responsibilities.

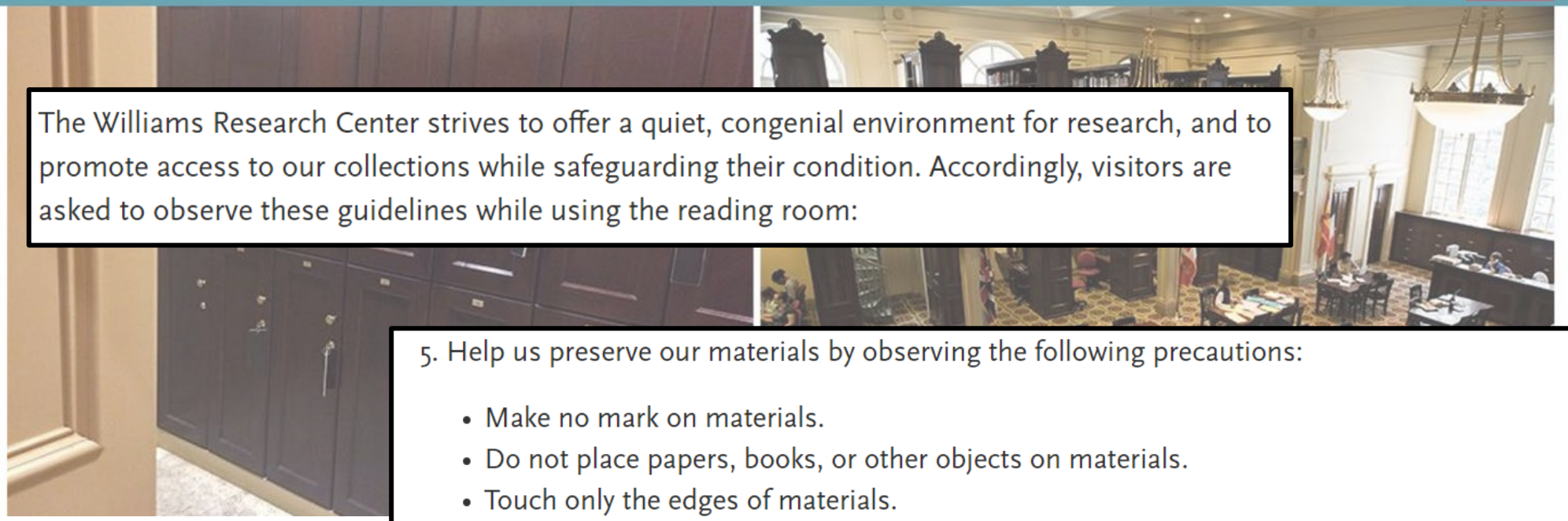
In order for you to use the Archive, acknowledgement of the policies and guidelines is required. Patrons need to complete a User Registration Form before access to materials is granted. All materials are to be used in the Reading Room only. Materials may not be checked out.

To protect materials in the Archive:

The Historic New Orleans Collection
MUSEUM • RESEARCH CENTER • PUBLISHER

Search

ABOUT VISIT EXHIBITIONS RESEARCH PUBLICATIONS PROGRAMS SHOP SUPPORT TICKETS



The Williams Research Center strives to offer a quiet, congenial environment for research, and to promote access to our collections while safeguarding their condition. Accordingly, visitors are asked to observe these guidelines while using the reading room:

5. Help us preserve our materials by observing the following precautions:

- Make no mark on materials.
- Do not place papers, books, or other objects on materials.
- Touch only the edges of materials.
- Do not refold items in new or different ways than they were when you received them. Ask for assistance if needed.
- Exercise extreme care in the arrangement of unbound materials. Please report any disarrangement of materials to a staff person on duty.
- Never remove items from encapsulation.
- For certain collections, researchers may be required to wear gloves, which we will provide.
- Manuscript items may be viewed only one item or folder at a time.
- Only one microfilm reel may be given to the researcher at a time.

Books, Manuscripts & Archives: Care & Handling Guidelines

General Instructions

Because many of the department's holdings are unique, we ask patrons to follow some simple guidelines designed to protect the materials. Please help to protect our materials and maintain their condition by observing the following conservation guidelines:

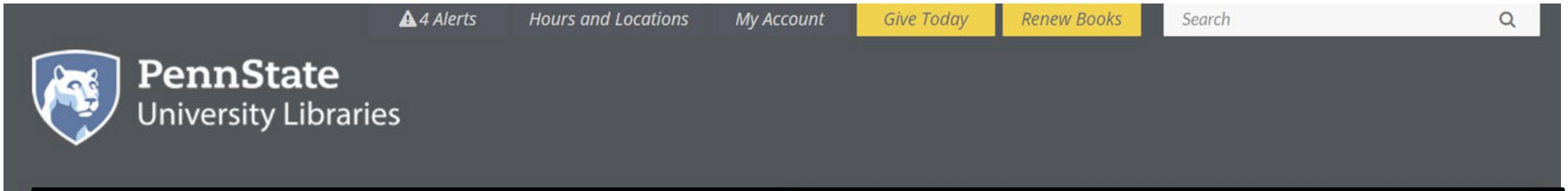
Instructions for handling paper-based material including books, broadsides, maps, pamphlets, letters, and ephemera

Paper-based materials, including such historical documents as broadsides, maps, pamphlets and ephemera, record the life and collecting interests of previous owners. In addition, all the parts of a book--the binding, paper, and text--afford evidence of its past. Your cooperation and care in handling ensure the preservation of their physical as well as textual integrity. Please note that certain individual items or kinds of material may require advance notice and additional staff time in order to be prepared for safe use in the Reading Room.

Delaware Public Archives ...your window to the past!

Visiting the DPA

- Due to preservation practices, certain original records have been imaged and will be provided in that format (microfilm or digital). Please note that if you are interested in viewing an item from our audio-visual collections, arrangements must be made in advance.



PROTECTION AND CARE OF THE COLLECTIONS:

To protect and insure the continued accessibility of the material in its custody, all materials must be used in accordance with the rules of the Libraries. Rules governing access and use of the Libraries' materials are conveyed to each researcher who is asked to sign a statement at the time of registration stating that they will comply with such rules. These rules are applied and enforced equally. The Libraries may:

- limit the use of fragile or unusually valuable materials, but should try to provide suitable reproductions to researchers in lieu of the originals.
- restrict access to unprocessed materials, as long as the limitations are applied and enforced equally.
- loan or place on deposit with another repository, in special circumstances, part or all of a collection.
- refuse access to an individual researcher who has demonstrated such carelessness or deliberate destructiveness as to endanger the safety of the material, or to a researcher who has violated the policies and regulations of the repository.
- require, in accordance with statutory authority and institutional mandate, acceptable identification of any individual wishing to use its materials, as well as a signature verifying the individual has read a statement defining the policies and regulations of the repository.

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USE OF MATERIALS IN THE RESERVED AREA

PROCESS AND USE OF MATERIALS THAT REQUIRE SPECIAL HANDLING

Including rare books, historical manuscripts, photographs, and objects

PROCESS

- Up to three historical manuscripts, rare books, objects, or photograph collections may be requested at a time.
- Generally materials are retrieved within 15 minutes.
- Laptop computers and digital cameras are permitted, but no cases.
- No personal notebooks, books, or loose papers are permitted. If you need to consult personal materials, place those materials on the Reserved Area Desk and examine them there.
- No requests will be filled after 4:30 pm.
- All material must be returned to the Reserved Area Desk by 4:45 pm.

USE

- You must use pencils and notepads supplied by CHS staff.
- Only use one book, manuscript, or item at a time. When manuscript boxes contain multiple folders, you may use three sequential folders at a time.
- Manuscripts and photographs must be kept flat on the table.
- Rare books and bound volumes of manuscripts must be placed in a cradle supplied by staff. Book weights are available.
- Rare materials must never be used on laps or rested against the edge of a table.
- Do not rearrange or change the order of materials.
- Return materials directly to staff. Do not leave any material on the table unless directed to do so.

(over)

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MAKING COPIES OF RARE MATERIALS

MAKING COPIES OF MATERIALS THAT REQUIRE SPECIAL HANDLING

PHOTOCOPYING

- Photocopies of rare items in good condition can only be mad circumstances permit. Photocopies cost $0.25/per page.
- Copy request slips are available at the Reserved Desk.
- Place slips in item to indicate what to photocopy.

PHOTOGRAPHY

- Digital photographs without flash are allowed for research pu
- All materials photographed must be listed on the "Permissions Research Photography" form available at the Reserved Area D
- Digital images may be used for personal research only and cannc
- Publication is permitted only from images provided by CHS. on fees and terms is available at *chs.org/reproductions*.

COPYRIGHT

- Researchers assume all responsibility for observing the legal r copyright.

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RESEARCH CENTER REGULATIONS

WHAT CAN I BRING INTO THE RESEARCH CENTER?

YES

- Pencils
- Paper
- Laptop computer
- Camera
- Materials necessary for research (notebooks, notes, etc.)

NO

- Purses
- Computer cases
- Camera bags
- Briefcases
- Bags or similar enclosures
- Coats, jackets, hats, or other outerwear
- Food or drink
- Personal scanners

- Place prohibited items in lockers outside the Research Center.
- Prepare to present a photo ID when making your first visit during a calendar year.

(over)

Risk to collections from physical force



- Impact
  - Something falling on or striking an object
  - Two objects hitting each other
  - An object falling



- Shock
  - From direct impact to object
  - From indirect impact to housing, storage, etc.



- Vibration
  - Oscillating motion from one point to another



- Pressure
  - Gravity
  - Handling



- Abrasion
  - Improper handling
  - Improper storage
  - Repetitive motion

Common guidelines

- Keep materials in original order
- Have a clear workspace to shift materials
- Never take notes on top of archival materials, keep notetaking materials off to side
- Use support boards for moving oversize or fragile materials; use two hands for fragile or brittle materials to avoid breakage
- Be aware of condition issues
- Use book trucks or carts to move boxes
- Avoid rolling, flexing, or bending
- Photograph from an angle, not directly over top of materials
- Do not slide photographs or other materials with sensitive surfaces across each other – lift each
- Require clean hands for most materials, nitrile gloves for viewing photographic materials

Fragile Materials

- Do a cursory inspection of all materials before handling
- Use support boards to move weakened materials
- Consider matting or sleeving materials that need extra strength
- Avoid lifting materials at weak points
- Team lift – get help with oversize items
- Have a plan for where materials will be set down before moving them
- Make access copies or digitize
- Limit extremely fragile materials to handling by staff only
- Set guidelines for who will be allowed to manage playback of original materials on available equipment



https://www.creativesafetysupply.com/

Housing considerations for heavy use

- Create open mats with interleave or presentation mats
- Individually sleeve sensitive materials like photographs
- Ensure appropriately sized folders and envelopes are used to avoid abrasion
- Use support boards/dividers in slide or glass plate boxes to limit movement
- Create access copies or digitize for initial access
- Keep extra support boards and sleeves available
- Find ways to enable quick access through placement in storage

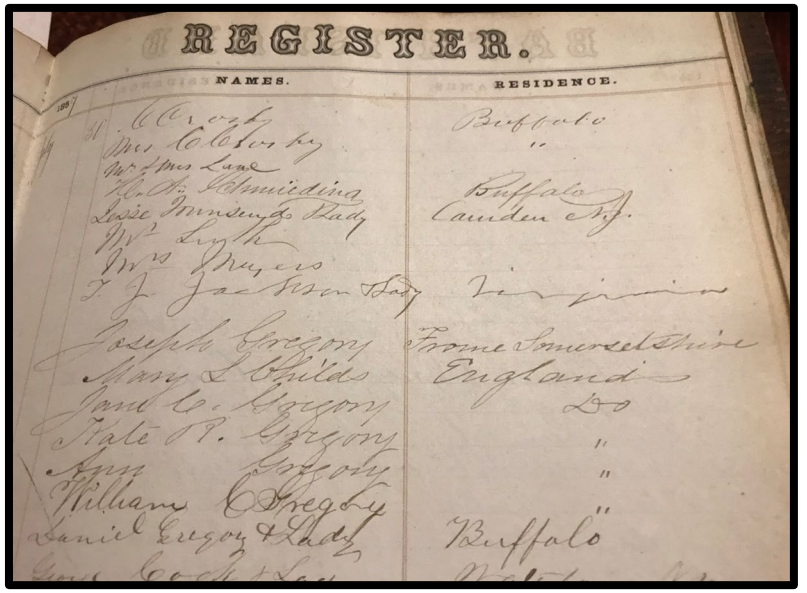


Image: Niagara Falls Public Library

On-site research

Consider:

- How will access policies and handling guidelines be made available?
- How will staff provide training to researchers on these policies and guidelines?
- How will non-collection items be allowed or limited in relation to collections?
- How will materials be transported from storage to research areas?
- How will the space be configured to best suit researcher needs and enable safe handling of the specific materials they are viewing?
- How many items will researchers be allowed at one time?



Image: Oskar Diethelm Library

As the collections caretaker….

- Inform researchers about policies and processes, including those about reproduction requests and photography of materials for research purposes.
- Instruct researchers in handling guidelines and provide specific instructions for materials requiring extra handling measures.
- Situate researchers within the reading room at appropriately-sized tables for the materials they are viewing.
- Consider special access needs
- Ensure book cradles and other supports are available.
- Instruct researchers on steps to use playback equipment, microfilm readers, and lightboxes as needed.
- Use gentle reminders to correct improper handling.

Documentation and training



Document in writing handling procedures as a part of access policies.



Train new staff on handling procedures and provide additional training opportunities regularly.



Provide written and verbal training for anyone accessing collections.

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Questions?

DHPSNY staff is available to answer your questions.
Contact us at **info@dhpsny.org** or **(215) 545-0613**.

Connect with us!

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@dhpsny

CREATING PHYSICAL ACCESS: SETTING HANDLING GUIDELINES

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EXAMPLES:

Reading Room Guidelines, ʻIolani School Archives
https://iolani.libguides.com/c.php?g=315202&p=2106017

Guidelines, Delaware Public Archives
https://archives.delaware.gov/visit-the-dpa/

Special Collections Access Policy, Penn State University Libraries
https://libraries.psu.edu/policies/ul-sp04

Reading Room Guidelines, Williams Research Center, Historic New Orleans Collection
https://www.hnoc.org/research/reading-room-guidelines

Reading Room Regulations, Connecticut Historical Society Museum & Library
http://chs.org/wp-content/uploads/2014/03/rc-redesign-regulations-concept-1-5-single.pdf

Handling Rare Materials, Connecticut Historical Society Museum & Library
https://chs.org/wp-content/uploads/2016/11/CHS-Handling-Rare-Materials.pdf

Books, Manuscripts & Archives: Care & Handling Guidelines, USC Libraries.
https://libraries.usc.edu/locations/special-collections/books-care-handling-guidelines

Careful Handling Guidelines and Procedures, Harvard University Library.
https://projects.iq.harvard.edu/carefulhandling/guidelinesprocedures

ADDITIONAL RESOURCES:

Additional samples available in the Society of American Archivists Museum Archives Section Standards & Best Practices Resources Guide, Reference and Access/Use Services Section:
https://www2.archivists.org/groups/museum-archives-section/6-reference-and-accessuse-services

Alvis, Alexandra K. “No Love for White Gloves, or: the Cotton Menace”. Smithsonian Libraries and Archives Blog, 2019.
https://blog.library.si.edu/blog/2019/11/21/no-love-for-white-gloves-or-the-cotton-menace/

Collections Care, The Library of Congress. (Lists handling guidelines for different types of materials.)
https://www.loc.gov/preservation/care/index.html

Handling Documents, The National Archives (UK).
https://www.nationalarchives.gov.uk/about/visit-us/researching-here/handling-documents/

Typical Usage Guidelines, Society of American Archivists.
https://www2.archivists.org/usingarchives/typicalusageguidelines