

## EDINBURGH CITY ARCHIVES SEARCHROOM HANDLING GUIDELINES

The materials held in this repository are unique and irreplaceable. We ask you therefore to abide by the following guidelines to ensure that the archives survive for future generations.

- **Always use a PENCIL** when in the searchroom. Pencils are available to borrow if you do not have one with you
- Do not eat (including chewing-gum), drink or smoke in the searchroom
- Ensure your hands are clean before consulting original documents
- A maximum of three items will be produced at any one time. This is for security and preservation purposes
- Ensure that you protect the archival records by using book supports, weights and cotton gloves where necessary. The duty archivist will be able to offer advice on best practice
- Always handle the records with care and ensure that you keep them in the order they were given to you
- Do not lean or put unnecessary pressure on any records you are consulting. This includes when you are making notes
- Do not leave volumes open, or lie them face down if you have to leave the searchroom. The duty archivist will provide acid-free page markers to help you keep your place
- Please do not use flash-photography when taking copies. Turn the flash off before you take any images
- Limit the use of erasers, putting a score through the mistake instead. **Never** use correction fluid in the searchroom

If you are in any doubt about how to handle the records you wish to consult please ask the archivist on searchroom duty for help and advice.

Thank you for your co-operation.