

## **Archive Guidelines**

We are all responsible for preserving the documents under our care. All visitors are requested to wash their hands before and after their visit. Please inform us beforehand of the materials and information you are looking for.

Following are some general practices that all visitors should follow while visiting the archive:

- Ensure you are on time for the appointment; the archivist reserves the right to refuse late entries.
- The archivist provides gloves for handling the materials; you may be required to wash your hands for certain materials.
- No food or drinks are allowed in the archive room.
- Photography is prohibited in the archive room; if you find anything relevant to your research, you can request a copy from the archivist.
- Bring as few items as possible while visiting the archive; we don't have lockers.
- Only notebooks and pencils are allowed in the archive room; pens, highlighters, and sticky notes are not permitted near archival materials.
- Electrical devices are not allowed inside the research room; however, depending on the length of the research, we can make exceptions for laptops.

Please note that the archivist can deny your request if it involves sensitive or confidential materials/information.

## **Guidelines for handling the books**

- You may be required to wash your hands before handling the books.
- Do not lick your fingers when turning pages.
- Avoid marking, underlining, or writing on the book; use your notebook to capture information.
- Handle the books carefully and turn the pages to prevent them from falling off or tearing out. Do not fold the pages or play with the edges of the books.
- Do not lean on or put any items on top of books.
- Please do not hold the books in your hands; lay them flat on the table while reading.
- After reading, return the used books to their assigned shelf. If you need clarification or help, consult the archivist.
- Use one book at a time; we allow a maximum of three books in one sitting.