



## SOUTHOLD HISTORICAL MUSEUM ARCHIVES

Guidelines for the proper use and handling of library and archival material.

In an effort to strike a balance between the Museum's goals of making historical information accessible and of preserving its collections, we request that all library visitors read and follow these guidelines. If you have any questions, please address them to the Librarian in charge.

1. Briefcases and other personal things, with the exception of pencils and writing paper, should be kept off table tops while using library materials.
2. When removing documents from storage boxes, please remove entire file folders from the box before searching for individual documents.
3. Eating and drinking in the library are not permitted.
4. Only pencils may be used while in the library. The Librarian will provide you with a pencil if you wish. Ink from leaking pens or marks made on library materials accidentally cause permanent damage.
5. Please make all notes on your own paper; underlining and marginal notes disfigure original documents and change their original meaning. Place your paper next to, not on top of, the document when taking notes.
6. Avoid putting pressure on or folding documents while using them. Library materials may only be viewed while laid flat on tables, not propped up on table edges. Delicate materials require gentle handling. The Librarian may provide you with cotton gloves for handling documents since documents are easily soiled or ask you to wash your hands.
7. Keep documents and books from being exposed to direct sunlight. Exposure to light will result in deterioration from harmful ultraviolet rays.
8. Allowing oversized materials to overhang the table edges may cause accidental damage. By completely supporting the material and weighting edges that curl, you will improve visibility. The Librarian will provide you with weights if you are using documents that are difficult to handle.
9. A methodical approach to searching documents for information is preferable to attempting to speed through great quantities of material. Rapid handling of delicate material may lead to damage.