

Lehigh University Special Collections – Library and Technology Services

GUIDELINES FOR HANDLING SPECIAL COLLECTIONS MATERIALS

- Do not rest anything on top of research materials. Weights are available at the reference desk. Acid-free marking slips are also available; no other materials should come into contact with the collection.
- Materials must remain flat on the table. Contents should remain flat and in order in their opened folder while being read. No item should be removed from the folder for any reason.
- Pages should be handled as little as possible and turned gently one at a time, with fingers in non-text areas of the sheet whenever possible.
- No marks should be added or erased from materials.
- Use book supports or foam cradles if issued with a bound volume.
- Gloves should be used with photographs and negatives.
- Staff members will provide magnifying glasses and help with other special handling.
- Materials in boxes should be kept in the order received. Please remove one item at a time using place markers provided by a staff member.
- Please notify a member of the staff if you find damage to paper or bindings that prevent safe handling. A staff member can, with a few minutes' notice, separate unopened pages. All pieces of bindings or paper that break off should be kept with the original material and shown to a staff member.
- Illustrations, letters, and other sheets that fold out or are tipped into books may require special handling procedures or materials; please consult a staff member.