



Bromley Historic Collections

Handling Guidelines



Bromley Historic Collections Handling Guidelines



- ◆ Please ensure that you have enough space to work comfortably.
- ◆ Material should not overhang the desk.

- ◆ Please ensure that you have clean, dry hands before you handle any material.
- ◆ Gloves may be required if you are handling photographic material or museum objects.



- ◆ Documents, maps and plans are best consulted flat on the table. Weights and snake weights are available to hold documents in place.

- ◆ Bound volumes should be consulted on the book supports provided.
- ◆ Snake weights are available to keep pages in place while you read.
- ◆ Please use a paper marker when reading the text.



- ◆ Please only use pencils to make notes.
- ◆ Please take care not to lean on material or rest on material to take notes.
- ◆ We can provide acid free paper to be used as bookmarks to mark a page.

- ◆ Please keep archives in the order in which you received them.
- ◆ Staff will advise about handling specific museum objects.
- ◆ **Please ask staff if there is anything that you are unsure of.**

Thank you