

Handling Procedures

General Handling Rules

1. **Do not eat or drink while handling objects.** Never bring food or beverages into the museum areas. Wash your hands after eating before handling archives and objects.
2. **No smoking.** Wash your hands after smoking before handling archives and objects.
3. **Remove any dangling, sharp or heavy jewelry, badges or belt buckles** that may catch on or knock over objects.
4. **Always wash your hands with soap before handling objects,** even when wearing gloves. Wash your hands frequently. Do not apply lotion or cream to your hands before handling archives and objects.
5. In general, **wear clean gloves while handling objects** to protect them from the oils in your hands and to protect you from any fumigants or other health hazards that may be on the objects. If an object is too smooth-surfaced (e.g. glass or ceramics) or heavy to handle safely with plain cotton gloves, use nitrile or latex/plastic gloves. If these don't help, permission may be granted to handle objects with CLEAN bare hands. **Ask the Curator first.** Basketry should be handled with CLEAN bare hands as gloves may snag fibers. Natural history specimens should be handled only when wearing nitrile gloves. **Gloves must always be worn when handling metal objects and photographic materials.**
6. **Handle objects as little as possible.** Objects are usually more fragile than they appear. Treat every object as irreplaceable.
7. **Handle one object at a time.**
8. **Do not lift or handle an object by a projecting part,** such as a handle or rim. These parts are usually the weakest and have often been repaired in the past.
9. **Lift objects, do not push or drag them.**
10. **Use two hands when examining objects.** Set objects down before writing notes, etc.
11. **Never mark or write on an object.** Researchers who mark or otherwise damage objects will be denied access.
12. **Never use any kind of tape, glue, sticky labels, putty, post-it notes, etc. on objects or archives.** Do not use wax, plasticine or other substances to hold objects in place.
13. **Use soft-lead pencils to record information when working with objects and archives.** Never use any kind of pen or marker around museum objects.
14. **Never attempt to clean an object.** This includes dusting, water, spit or other methods of "cleaning."
15. **Objects must be studied in the work area or research room.** Objects must remain on padded work surfaces. An archival barrier must always be used between the object and the work surface.
16. **Researchers may not carry objects** or remove them from the work area or research room. Objects must remain at the designated work area. Museum staff will bring the objects to the work area or research room and return them to storage.
17. **If an object is damaged during handling, notify museum staff immediately.**

Additional Rules for Handling Archival Materials

1. **Only one folder may be removed from a box at a time.** Folders must be laid flat on the table.
2. **Documents should be viewed one at a time.**
3. **Manuscripts and books should not be leaned on, written on, folded, traced over or mishandled in other ways.**
4. **Retain the original order of documents within their folders.** Inform museum staff of any damage or if papers seem to be out of order.
5. **Do not reorder or rearrange documents for folders.**
6. **Do not attempt to repair any physical damage.** Do not attempt to remove staples or other fasteners.
7. **Cotton or nylon gloves must be worn when handling photographic materials.**
8. **Fort Vancouver NHS staff will provide instructions regarding photocopying materials.**

I understand the rules listed above and will abide by them. I understand that failure to follow these procedures will result in denial of access to museum collections at Fort Vancouver National Historic Site.

Printed Name

Signature

Date