

WRLC Digital Collections Production Center

Document Handling Guidelines

Adopted from NARA Document Handling Guidelines
May 30, 2002

1. Do not leave archival materials unattended or uncovered on digitizing equipment or elsewhere. Return archival materials left undigitized but needed for the next day's work to their jackets and containers. At end of the day, place all archival materials on the designated shelf in the book storage area.
2. Do not smoke, drink, or eat in the DCPC room. Do not bring tobacco, liquids, and food into the DCPC room.
3. Clean your hands and avoid the use of hand lotions before working with archival materials. Wear clean white cotton gloves at all times when handling archival materials.
4. Do not place objects such as books, papers, pens, and pencils on archival materials or their containers. Do not write on or otherwise mark archival materials, jackets, or containers. Do not lean on, sit on, or otherwise apply pressure to archival materials or their containers.
5. Place archival materials flat on the platen. Do not roll, pull, bend, or fold archival materials. Place only one physical item at a time on a surface appropriate for the item's size and format. The item shall be supported over its entire surface on the platen; no part of an item shall overhang the platen so that it is unsupported at any time. Do not place archival materials that are warped, curling, or on warped and/or fragile mounts on the platen.
6. Handle archival materials in bound volumes carefully and do not force them open or place them face down.
7. Do not remove encapsulated archival materials from their encapsulation if it is legible for scanning. If there is a need to remove the material from the encapsulation, remove it with care.
8. Keep all archival materials in their original order and return them to their original jackets or containers. Insert the acid free file out card provided at DCPC when taking out an item from a container to hold a place. Keep any tracking paperwork with the archival materials or their containers. Do not use self-stick notes or acidic paper to leave a note.
9. Ensure that no equipment comes into contact with archival materials in a manner that causes friction.
10. Do not use equipment having devices that exert pressure on or that affix archival materials to any surface. Do not affix pressure sensitive adhesive tape and any other adhesive substance to any archival materials.
11. Report archival materials which in your judgment cannot be safely digitized and seek further guidance from the Special Collections staff before proceeding with digitizing.