
Please handle the material with the utmost care at all times



- Don't eat or drink near the material
- Make sure you have clean hands
- Use a pencil or electronic device to make notes
- Don't attach sticky labels, post-it notes or any adhesives to the material or packaging
- Don't carry out any cleaning or conservation work

Do not alter the material in any way:

- don't make any marks including in pencil
- don't remove any existing marks
- don't add, remove or re-order the pages
- don't alter the reference numbers

Please let us know if you have concerns about the condition of a document or require further advice about handling the material.

Exhibition or Display



Don't remove mounts or package items that have been mounted or otherwise specifically packaged for display

Make sure that volumes are adequately supported with an archival quality support during consultation and exhibition

Ensure that all items on display are acknowledged to Derbyshire Record Office.

Taking copies

Copies should only be made using a camera, with the flash turned off

Storage

Store the material in a secure location under suitable and stable environmental conditions, i.e. a temperature of around 19°C and humidity of around 50%

Keep material out of direct sunlight and store in an area with little or no light

Please ask us for further advice if necessary