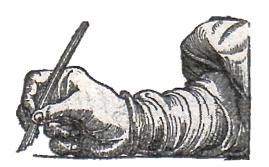
Search room Handling Guidelines



In order to prevent accidental damage to the documents, please:

- Ensure you have clean hands
- Leave coats and bags in the available lockers
- Do not take sharp objects such as scissors and pen knives in to the Search room
- Refrain from eating or drinking in the Search room
- Only use a pencil for making notes –
 pencils can be bought from the reception desk
- Do not write on or in any Record Office documents
- Try **not to touch the text or image** use a blank piece of paper if you need to follow the text
- Avoid placing anything on top of the Record Office items you are looking at and take care not to lean on them
- Use the available weights and cushions staff will be happy to help
- Use the **clear plastic sheets** provided for protecting maps
- Alert a member of staff if you are worried about the **condition** of an item

If documents are in such a bad condition that they cannot be looked at without sustaining further damage, we will not be able to produce them.

