

Collections Care

Your records are unique and irreplaceable

Treat with great care as they may be easily damaged

Avoid exposing to heat, dampness and direct light

Please make sure that people do not eat or drink near the documents, and that any tabletops and surfaces used are thoroughly clean and dry beforehand.

Handle with care. If hands are clean and dry before handling, gloves are not necessary. Otherwise, wear clean cotton, vinyl or latex gloves.

Open books carefully, and only as far as the binding will allow without forcing. Close books when not in use.

Keep items in archival quality packaging, as this will help protect the records from damage and preserve them for the future

Use only pencil to make notes

Never try to repair anything yourself

Guidance for caring for a range of materials is available on the Institute of Conservation (Icon) Conservation Register website at www.conservationregister.com/Caring.asp

The Conservation Register can also be used to find qualified and experienced conservators in the area

For any further advice or help, please contact the **Collections** team at Gloucestershire Archives on **01452 425293/4** or email us at archives@gloucestershire.gov.uk