



AGREED TEMPORARY LOAN

Handling advice

Please remember, you are now responsible for the safe-keeping of these records - they are unique and irreplaceable

Treat all loaned items with great care as they may be easily damaged

Avoid exposing the records to heat, dampness and direct light, especially if you are displaying them

Make sure that any tabletops and surfaces used are thoroughly cleaned beforehand and free of food and other contaminants

Handle records with care: if hands are cleaned prior to handling, gloves are not necessary; otherwise, please wear clean cotton, vinyl or latex gloves

Use only pencil to take notes

Open books carefully, and only as far as the binding will allow, using supports and light weights to hold in the reading position. Close books when not in use.

Please look after the container and return the records to it promptly after use

Please look after and use the protective sheets and wrappers supplied and ensure that items are returned to us in the original packaging, as this will help protect the records from damage

Please return all loaned items to Gloucestershire Archives promptly; if you cannot return them by the agreed date, please let us know so that we can keep track of them

If you wish to bring in additional material when you return the loaned items, please let us know as soon as possible beforehand. This will help us keep control of incoming material. Please keep the new material separate from the loaned items

For any further advice or help, please contact the **Collections team** at Gloucestershire Archives on **01452 425293** or **425294** or email us at archives@gloucestershire.gov.uk