



VALENCE HOUSE
a place of discovery

Barking and Dagenham Archives and Local Studies Centre



Handling Guidelines





Welcome to Barking and Dagenham Archives and Local Studies Centre.

Much of the damage that library and archive collections sustain is caused by poor handling. Damage is often cumulative and not immediately apparent.

Please follow the handling guidelines set out in this booklet to ensure that our collections are preserved for future generations is users.

Thank you!

- Before handling collections hands should be clean, dry and free of creams and lotions.
- Do not eat or drink anything in the Reading Room.
- No pens are allowed in the Reading Room. Only pencils should be used for taking notes and completing request forms .
- Do not mark, annotate or deface the documents in any way.
- Do not lean on documents or rest notepads on them while making notes.
- Use the book stands provided to support the binding of volumes.
- Use weights to hold open pages of bound volumes.
- Place maps and plans flat on the table, restrain items using weights and ensure they are not hanging over the edge .
- Do not attempt to flatten tightly rolled or heavily creased documents, especially parchment. Instead gently restrain items using weights.
- Do not rearrange the sequence of loose papers within folders, even when they appear to be out of order.
- Avoid touching text or the exposed surfaces of photographs. Acid-free slips of paper can be used to follow the text and mark pages.
- Ask a member of staff for assistance if you are unsure about the safest way to handle a document.
- Please bring fragile or damaged documents to the attention of staff on duty in the Reading Room.
- Ask a member of staff for assistance when copying or photographing items from our collections.



Barking and Dagenham Archives and
Local Studies Centre is open:

Tuesday to Saturday
10am - 4pm

Closed for lunch on Saturday from 12.30 to 1.15pm

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