

New York State Archives

Strengthening Archives

Handling Procedures Assessment Objectives

- You have written procedures for handling records
- You train researchers in proper handling techniques and require them to follow your guidelines.
- Food, drink and smoking are not allowed near historical records.
- You use pencils to take notes or mark records.

Assessment Question	Yes	No	Needs Improvement	Areas for Improvement
Do you have established handling procedures for staff and researchers working with historical records?				<ul style="list-style-type: none">• Draft and implement policies for staff and researchers working with collections.• Handling policies and procedures regularly reviewed and updated.• Provide researchers with copy of handling procedures before allowing them to handle records.• Provide adequate supplies of gloves, pencils, book supports to staff and researchers.
Do you train staff to properly handle records?				<ul style="list-style-type: none">• Conduct training for new staff and volunteers on how to safely handle historical records.• Have a conservator conduct a workshop on proper handling techniques for various materials.

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Assessment Question	Yes	No	Needs Improvement	Areas for Improvement
Do you provide researchers with digital or paper copies of especially fragile materials?				<ul style="list-style-type: none">• Photocopy or digitize fragile documents to reduce handling of originals.• Seek advice from a conservator on how researchers can safely handle and copy fragile items.