

## Care and Handling

1. Are all staff members who handle collections trained in proper handling procedures?

What does the training consist of?

Does it cover all types of collections and formats?

Is a refresher course offered periodically?

2. Does your institution have rules governing the use of research materials, including handling (e.g., only pencils may be used, no food and drink in the research rooms) and are they enforced? Please include.

Are instructions given verbally, in writing, or both, to all users?

Do handling instructions cover all types (formats) of materials?

3. Who is allowed to copy materials found in the collection being surveyed: staff, patrons, or both?

What may be copied?

Are there materials that cannot be copied due to their fragility and the danger of damaging them?

How are these materials identified?

What written policies exist for patron copying?

4. Is an edge copier, scanner (specify flatbed or overhead), or digital camera set-up available for staff or patron use? Please describe.

5. Is there any history of mutilation, vandalism, theft, or other abuse of the collection(s)?
  
  
  
  
  
  
  
  
  
  
6. Are original photographic prints and negatives handled only when absolutely necessary, and are gloves used?
  
  
  
  
  
  
  
  
  
  
7. What type of workspace is available for staff and researchers?

Is there sufficient flat space within the storage area to remove and set down large boxes or map folders, and is there sufficient table space for users to work with large folders and boxes?

8. When was the last time the collections and storage furniture were cleaned?

How was this done, who did it, and how were they trained?

9. What are your highest priorities for improving the care and handling of this collection?