



MARTHA'S VINEYARD MUSEUM

Gale Huntington Research Library

Handling the Collections

Guidelines for Handling Manuscripts, Printed Materials, and Photographs

Many of the collections at the Huntington Library are rare or irreplaceable and must be handled with great care so as to remain available for future scholarship. Your cooperation and care in handling the materials ensure their preservation.

- No food or drink is allowed in the reading room.
- Purses, backpacks, briefcases, and cell phones need to be stored before using archival and library materials. Phones need to be turned off or the ringer turned off.
- Please use a graphite pencil to take notes. Pens or markers of any kind are not permitted in the reading room.
- Laptops are allowed in the Reading Room.
- No marks should be added or erased from archival materials.
- All materials should be kept in the order received. Please remove one item at a time using place markers available on the reading tables.
- Please do not rest anything on top of printed items or manuscripts. If you need to mark your place, use the file markers available on the reading tables.
- When a folder is in use, it must remain flat and in order in their opened folder while being read. When photocopying, the entire folder should be removed to the copy area.
- Gloves will be provided with materials that are especially sensitive to damage from direct handling such as photographs and negatives. Gloves are also available on the reading tables for your use.
- When leaving your area for more than a few minutes, please return folders to their boxes and close books.
- All photocopy requests need to be approved by the librarian on duty. The librarian will determine if the object's condition is stable enough to allow for photocopying.