



## Using Archival Material - Researchers

Researchers need to abide by the following conditions when using material from UniSA's Archival Collections. Please read carefully.

- Users must present identification.
- bags, cases (including laptop cases), and pens must be left with Library staff.
- no food or drink, including water, is to be consumed while looking at archival material
- use only pencils to take notes – accidental pencil marks can be erased, biro marks cannot
- do not remove any archival records from the Library
- please ensure that unbound material remains in the order in which it was issued to you
- Please ensure that your hands are clean and free from hand lotions and moisturisers. These lotions will cause the paper to stain and accelerate the deterioration process.
- Licking your finger to turn pages will also stain the paper. A finger stall can be used to help turn pages, but extra care must be taken with thin and fragile folios.
- Please handle all records carefully. Never force open a volume or a file. If you are unable to obtain information from a tightly bound spine, bring it to the attention of Library staff.
- Please do not lean on, or trace from any records or use them as a support for writing.
- Please do not stack open files or place files within other files, as this places unnecessary pressure on the file and volume spine, and may lead to one of the files becoming lost or damaged.
- If you need to flag a page use a piece of clean paper. Do not use Post-it notes or bulky objects such as pencils and spectacles as place markers.
- Do not underline, highlight or mark archival records in any way.
- Do not release or remove any material from an item's fastening system.
- If you come across an item in poor condition, or with mould or insect damage, please bring it to the attention of library staff so it can be referred to Preservation for treatment.
- Photocopying or taking photos of archival material for the purposes of research or study will generally be possible – please ask Library staff for assistance.

Please direct any questions regarding these guidelines to Helen Livingston, University Librarian,  
[Helen.Livingston@unisa.edu.au](mailto:Helen.Livingston@unisa.edu.au)