COLLECTIONS HANDLING GUIDELINES

By signing the below form, visitors agree to follow Collections Handling, Room Use, and other SUAC policies and the directions of staff when visiting spaces and collections. This agreement is valid for one year after the signature date.

- NO FOOD – NO DRINK – NO INK – NO BAGS – NO WHEELS when collections are present.
- Do not handle collections without permission from SUAC staff; only those with handling training may handle collections.
- Limit moving and handling collections when possible. Move via mount/container when possible. Practice non-vigorous handling. Move only those items you need.
- If necessary, pass items around the table by sliding carefully in boxes or on cardboard.
- Be aware of clothing, jewelry, keys, etc. that hang or dangle.
- Items may have chemical or other residues: you are advised to wash hands before and after working with collections.
- Follow Personal Protective Equipment (PPE) guidelines.
  - When examining collections via mounts/containers, always wear gloves.
  - When handling collections or oversize mounts/containers, also always wear lab coats.
  - Follow all other PPE protocols as instructed.
- Always use 2 hands.
- Lift from the bottom, be aware of fragile areas; do not use handles, spouts, straps, or similar attachments.
- Only move 1 item at a time.
- Rest items on their most stable/secure surface, using provided mount or other archival supports when necessary. Ask if you think additional support would be beneficial.
- If an item appears oversized, fragile, or heavy, seek assistance from SUAC staff.
- Always keep items over a table, shelf, or cart. Never lift or carry over the floor or above your head.
- Ask if you are unsure of anything.
- Use common sense!

NAME (print): ___________________________________________ DATE: ______________________________

SIGNATURE: ________________________________________________________________________________

form date 9/8/2016