

Vermont Museum & Gallery Alliance

c/o Fairbanks Museum
1302 Main Street
St. Johnsbury, VT 05819

(800) 639-2330

SUGGESTED CARE AND HANDLING GUIDELINES FOR THE PUBLIC

1. Leave all bags, coats and umbrellas in the designated area as work space is limited. Wet clothing and accessories can be damaging to the collections.
2. Please wash your hands before handling the records as hand oils can leave permanent marks on the bindings and pages. If you prefer, gloves are provided for your use.
3. Pencils are provided for your use. Please do not use ink pens or markers as these materials leave marks that create permanent damage to the records.
4. When writing down information, please do not write on top of the records as the pressure from the act of writing may emboss the paper below causing irreparable damage to the records.
5. Please refrain from eating and drinking. Crumbs are the perfect invitation to insects as well as causing stains. Spilled drinks will permanently damage the records causing tidelines in the paper and possible running of inks.
6. If a page should tear while you are using a record, please bring it to the attention of the staff. It is better to take care of damage right away, as the tear may grow in size with continued use.
7. When taking books from the shelves, please push the book on either side of the desired book in slightly. This will allow you to grasp the book you want in the middle. Please do not pull the books out by the headbands as overtime they will tear.
8. Please ask for assistance if photocopying large format books. An extra pair of hands is very helpful with this task.

**Thank you for your help in our commitment to the
long-term preservation of public records.**

Success is many small things done well.