



HANDLING ARCHIVAL MATERIAL

Guidelines for users of the Research rooms of the State Archives of Palermo.

The protection of the archival material depends on the correct handling of the records in the Research room during consultation, in order to avoid irreversible damages to bindings, sleeves and paper. Please, comply with the simple instructions when consulting archival units as follows, below.

General rules



- Always keep hands clean.
- Keep food, beverage, greasy substances, dirt, combustible material or smoke (cigarette smoke too) away from records.
- Do not put pens, pencils or other writing tools close to the records.



- Do not crease sheets and leaf through them gently, avoid insertion of any object among them
- Do not extract non-bound sheets and do not change their sequence.
- Please, report detached elements such as parchments, drawings, printed material and seals to the staff.





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Provide support

Use the foam support systems available to all users. Pads and wedges are combinable and must be set up depending on the volume weight. The archival unit weight must be correctly distributed when opening, the binding must not be strained too much to avoid rips or sheets loss. Do not lean on the volumes with arms, elbows etc.



Use the support systems to open the volumes at the right angle, that must not exceed 120°. This puts less strain on the spine and creates a comfortable reading angle.

Please, use book snakes to keep volumes open during consultation.