



Moravian College and Moravian Theological Seminary Archives *Guidelines for the Use of Archival Materials*

The materials in the Archives do not circulate. Many of them are in fragile condition and are irreplaceable. For this reason:

1. Food or beverages are not permitted near archival materials.
2. Personal belongings such as backpacks and briefcases must be deposited in the office of the Archives before the researcher is given any materials.
3. Use only pencils in your note taking. Felt tip, ballpoint, fountain pens, and indelible pencils are not permitted.
4. When writing notes, do not lay your paper or cards on the materials. An impression can be left on the page.
5. Do not lay your arm or any other heavy object on a bound volume in order to open it. Instead, please use the proper book supports supplied by the archivist. If you are using tightly bound volumes, please ask the staff for assistance.
6. Do not lay bound volumes face-down or employ harmful bookmarks such as pencils, rulers, or other books. Broken spines and torn pages can result.
7. Maintain the documents in the order you received them.
8. No marks may be added to or removed from any materials. Refrain from making tracings or rubbings without specific permission and assistance from the archivist.
9. Do not photocopy materials without first asking the archivist. Some material is too fragile to be photocopied and/or requires special handling.
10. While material from the Archives is in your hands it is **your** responsibility. Please respect it and handle it with care.