



Vancouver Maritime Museum
W.B. & M.H. Chung Library & Leonard G. McCann Archives

Care and Handling of Library materials & Archival records

1. Food and drink are not permitted in the Library & Archives.
2. All Library books and archival records are non-circulating and must be consulted only in the Library.
3. Pens are not permitted during research in the Library & Archives. A pencil will be provided for you in order to avoid damage to Library and archival materials.
4. Exercise care to prevent damage to materials. Materials must not be written on, leaned on, altered, folded anew, traced, or handled in any way likely to inflict damage. Notify the Librarian of any item needing preservation attention.
5. When using archival materials, maintain the exact order of folders in a box and of items within a folder. Remove only one folder at a time from an archival box and do not remove materials from the folder. Do not rearrange the material yourself.
6. Use gloves when handling photographs or other fragile material as directed by staff. Wherever possible negatives and prints should ONLY be handled by the edge.
7. All reproductions **will be done by staff.**