

# Handling photographic material (prints, negatives and slides)

- Ensure that you have clean dry hands
- Keep documents flat on the desk . **DO NOT** wander around the room with collection items.
- Keep your workstation tidy, providing enough space around collection items.



Never touch the image surface with your bare hands.



Always wear purple nitrile gloves when handling photographic material.



Keep items in the order they were supplied.



Use two hands to handle a photo/slide/negative and handle these at the edges.



If the photograph is in a protective melinex sleeve, keep it in there.



Place negatives and slides carefully on the light box. Take negatives straight from their container onto the lightbox and vice versa.

**DO NOT** place negatives directly onto the desk as this risks scratching them.



**DO NOT** hold negatives and slides up in the air. Keep them flat on the desk or lightbox.

If you have any concerns or questions please speak to a member of reading room staff.