

# BASIC HANDLING GUIDELINES

George A. Smathers Libraries

## BEFORE HANDLING

- Wash hands (before and periodically throughout the day depending on how dirty or dusty the items are).
- After washing hands, try to avoid touching your face, hair, etc.
- Avoid lotion and hand sanitizers (most sanitizers have moisturizers in them).
- Avoid eating/drinking or having food around the items while you work.

## DURING DIGITIZATION

- Use pencils for taking notes during digitization—keep pens away from the items.
- Remove jewelry, watches, etc. while digitizing as they can snag the items.
- If you need to anchor or weight the items down during digitization, choose small weights, such as curtain weights or balance scale weights, and put them on the items in a way that will not crease or fold them.
- Do not stick Post-it Notes or other tape-like substances on items at any time.
- Clean the platform with water regularly and make sure that the platform is completely dry before placing an item on it afterwards.
- Try to support items with both hands when you are moving them on and off the platform.
- Avoid dragging an item across a table. For large, oversize pieces of paper, hold the document by opposite corners and lift gently to move the item to its new location.
- When digitizing books, do not force open the book any more than it wants to go—use the small weights to prop open the book for imaging. If needed, use wedge supports or the cradle to support the reduced opening.
- Do not crease or fold the items during imaging. If you need to open a manuscript document that is fastened with a staple or paper clip, remove staple or paper clip according to the instructions in the Metal Fastener Removal Handout.



*Balance weights can be used to hold down pages during digitization*



*Foam wedge supports can assist in digitizing books.*