

Rules for Visitors

Our documents are fragile and we ask you to treat them with respect. In the interest of preserving the documents in our archives we ask you to read the following carefully, and sign this form to show us you are happy to comply with our rules.

- 1.) We ask you to use pencils only when dealing with original documents: do not have any other type of pen nearby.
- 2.) Anything that may possibly damage or interfere with documents, like erasers, correcting fluid, beverages or food (including cough lozenges and other sweets) are strictly forbidden.
- 3.) Please handle the documents themselves with utmost care; do not write on them, make sure that you return them to their folder so that they do not get bent or folded on closing it. Do not lean on the documents or rest notepads on them while writing. In some cases we will ask you to wear cotton gloves.
- 4.) Please keep the documents in the order you found them; replace fasteners if you needed to take them off.
- 5.) If your documents contain photographs (e.g. the *Manuscript Journals*) we ask you to consider the following:
 - ❖ Do not touch the photographs unless wearing cotton gloves. This causes transfer of surface dirt and organic substances.
 - ❖ Please do not leave any page with photographs open for longer than half an hour: light causes rapid fading.
 - ❖ In turning the pages, do not bend them: bending of photographs increases the danger of causing fissures in the top layer.
- 6.) We will photocopy documents for you unless they are very fragile, and also excepting documents predating 1800. The fee is € 0.50 / A4-sheet (this is to discourage large amounts of copies). You are welcome to bring your digital camera to take images of documents, with the flash deactivated.