Oregon Shakespeare Festival Archives
15 South Pioneer Street
Ashland, OR 97520
Phone: 541-482-2111
Fax: 541-482-0446
archives@osfashland.org

Guidelines for Handling and Care of Collections

1) Archival collections are removed from storage by Oregon Shakespeare Festival Archives staff only. No exceptions are made.

2) No food or beverages are allowed in the Archives, except bottled water, which is not allowed near archival materials. If working with archival materials outside of the department, no food or drinks are to be placed on or near the materials.

3) **Use pencil only when writing in the vicinity of original archival materials**. Please do not use pens, markers, or any other types of permanent ink on or near the materials.

4) Do not leave any materials exposed to direct sunlight. Also, the materials should be in an environment in which the temperature range is approximately 60 to 75 degrees Fahrenheit and as close to 45 percent relative humidity as possible.

5) Make sure your hands are clean. Particularly, if you have just eaten or handled dirty or oily materials, do not handle archival items until you've had a chance to wash your hands.

6) Please wear gloves when handling photos that are not in protective plastic sleeves. Gloves will be provided by the Archives staff. You do not need gloves to handle photos that are in protective plastic sleeves.

7) If you encounter any items that are folded where no fold should exist, **please do not backfold the item to correct the problem**; notify the Archivist when you are finished with the item. Never backfold any bound volumes, catalogs, pamphlets or any other folded or bound items. Take particular care with damaged or severely weakened materials.

8) **Archives materials may not be copied or reproduced without the consent of the Archives staff.**

9) If you find that you need to photocopy any bound or folded items, do not place undue stress on bindings by placing pressure on the bindings or folds. Never place original archival documents in the photocopier autofeeder.

10) Neither Archives materials nor their images may not be altered in any way without prior written permission from the Archives staff.

11) Do not loan any archival items without first consulting with the Archives (x243 or x266).

12) If any materials in your care are stolen or misplaced, contact the Archives immediately (see phone numbers listed above).

13) Under no circumstances may archival materials be removed from the Archives without prior approval and the subsequent proper handling and transporting procedures being implemented.

The Archives staff appreciates your cooperation with these guidelines. Questions about this policy should be referred to:

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