



SAFETY AND HANDLING PROCEDURES

When recording books:

- Only use pencil for notes; ink pens of any description, biros, felt-tips, fountain pens etc must never be used where there are books and must be kept in pockets or bags and not left lying around. A few minutes' contact between an inky nib and the text leaves of a book will result in a large - and very expensive – stain
- No rings should be worn that have stones set in, e.g. engagement rings, as they can scratch the bindings
- Do not use hand cream and make sure your hands are clean. If it is difficult to get to washing facilities, keep a dampened cloth in a plastic bag on the floor. Hands can then be wiped clean quickly and easily without the books coming into contact with the cloth, and should then be dried thoroughly on a tea-towel or similar. Do not use wet-wipes of any kind
- Nail varnish, whether coloured or clear, can come off the nail onto the books and should never be worn during this work
- Never wear cotton gloves when handling books; they are abrasive and become dirty. Clean hands are best. Vinyl (surgical) gloves can be worn if necessary, e.g. for photographic material
- Keep food and drink away from books. Crumbs encourage insects and liquids can be spilt
- Moulds can be dangerous to humans and care **MUST** be taken when dealing with them
- **Everybody should wear an approved mask (ffp2 or 3) when handling mouldy books.** Make sure you fit them correctly. Tight fitting surgical gloves should also be worn. Sensitivity to moulds can cause headaches, nausea and lethargy; over-exposure to them leads to increased sensitivity and can permanently damage one's immune system.