

HANDLING GUIDELINES

Please be aware of the following points:

The Museum objects must always be transported in the boxes and wrapping supplied and, unless for exhibition, must be kept packed in their boxes when not being used for learning and teaching unless another arrangement is specifically agreed with MoDiP staff.

Gloves must be worn at all times when handling the objects.

The objects must always be held and supported with both hands and handled with great care. They must **not** be:

- subjected to extremes of temperature, damp or excessive light levels.
- altered, adapted or taken apart.
- marked by anything, eg. highlighter, pencil, sticky tape etc.
- used for the purpose for which they were designed, eg. clothes must not be worn, chairs must not be sat on and watering cans may not be filled with water.
- picked up by potential weak points, eg. handles are often not integral to the form and can break off, chairs should be lifted from their base and not by the arms or back etc.
- plugged in and turned on in the case of electrical products. They have not been tested and turning them on could be hazardous.

Common sense will be required in terms of where the objects may be placed. If you are unsure about what may be appropriate or if there is any reason why you cannot comply with these guidelines, please discuss your needs with the MoDiP Collections Officer.