



## Benson Ford Research Center



Ice Skating on Belle Isle, Detroit MI, ca. 1900.  
From the Collections of The Henry Ford. ID#THF119081

### Material Handling Rules

Our archival material is irreplaceable, please help us preserve our collection by following these Material Handling Rules. In addition, reading room staff may issue verbal instructions and will intervene if they see you are not following these rules (this is normal and part of our job). Compliance with these requests is a condition of access to our materials, reading room staff reserves the right to revoke permission if written or verbal instructions are not followed. If you have any questions, please consult the reading room staff.

- Please handle all materials carefully to avoid tearing or permanently damaging items. Even materials that appear stable can be fragile.
- Please keep carts against walls where reading room staff place them.
- Research one box at a time and place it on the table. Place box so it does not block the sightlines of the reading room staff.
- Only remove one folder from the box at a time, use this flag to mark the place of the folder that has been removed.
- To view a folder, remove it from the box and place it flat on the desk:
  - Please open a folder like a book to go through its contents.
  - Please maintain the original order of materials in each folder.
  - Go through each piece of material in a folder one at a time. Do not leaf, flip, or fan folders in the box, nor materials in the individual folders.
  - Materials are to stay on the table. Please do not put materials on chairs, floors, window ledge, etc.
  - Please leave any clips, staples, or other bindings intact on the material.
  - Place the folder back in the box, before moving onto the next folder.
- If you wish to request copies, do not remove items from the folders. Flag the item(s) to be copied within each folder with the appropriate flags located at each table. Return the folder to its place in the box. Fill out appropriate order form.
- If you see something you believe is misfiled please consult with reading room staff – please do not rearrange folders or materials.
- Some materials are encased in protective sleeves to protect them from harm. Please do not remove any materials or photographs from their protective sleeves.
- Gloves must be worn at all times when handling photographs and microfiche, oils from hands can permanently damage these materials.
- Please do not lean or write on top of collections materials, do not affix any paper or notes to materials, do not mark materials in any manner.

**Thank you for helping us maintain the order and integrity of our collections.  
Your co-operation is greatly appreciated.**