

Hocken Collections

Uare Taoka o Hākena

Care and Handling Guidelines

Haere mai – welcome to the Hocken Collections. These guidelines are designed to help preserve and protect the unique, fragile and often irreplaceable items in the Hocken Collections. We can all help preserve these items for future generations by taking great care when handling them.

Before you begin, please:

- leave any **food, drink** or **bags**, in the locker area provided
- ensure you have **clean hands**

When handling items, please:

- use only **pencil** when writing in the Special Reading Room
- use **gloves** provided when handling photographs
- **support** large or fragile volumes with pillows provided - desk staff will advise
- handle items **as little as possible**, this helps prevent damage
- take care not to **lean on** or **write on top of** items
- always keep items in their **original order** - if you think papers are in the wrong order, please report this to desk staff

When you have finished, please:

- **return items** to the reference desk – staff can help with heavy or oversized items
- report any **damage** to desk staff

Photocopying and photography

Blue slips are available to indicate pages you want copied.
Please do not remove any papers from their original order.
Photography of items is possible in some cases. Please ask desk staff.

If you have any questions, please do not hesitate to ask desk staff.