



# **Architectural Association Archives**

## **Document Handling Guidelines**

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## **AA Archives: Document Handling Guidelines**

To preserve the condition of the AA's archival material, readers are asked to adhere to the following general guidelines:

1. Readers are responsible for the materials issued to them and should never leave documents unattended.
2. No food or drinks can be brought into the reading room (including water bottles).
3. Do not mark items in any way or make erasures of any kind. Potentially harmful substances must not be brought into the search-room.
4. Only pencils may be used in the reading room.
5. When consulting a bound item, please use the bookrest and weighted chains provided by the staff. Never place an open volume face down.
6. If the material is not bound it should be kept flat on the workspace provided.
7. Please do not touch the surface of items unless it is unavoidable. Do not rest anything on items, lean on them or pile volumes on top of each other.
8. Loose documents must be kept in the precise order in which they were issued.
9. Consultation of material stored within a portfolio is only permitted if the working space of a whole table is available in the reading room.
10. When using rolled material, please use the weights provided by staff to hold one small section of the document open at a time.
11. No item may be used by more than one reader at a time.

Compliance with these guidelines will help preserve the condition of the collection and ensure future accessibility for readers.

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