



Nottinghamshire
County Council

Nottinghamshire Archives

GUIDELINES FOR EXHIBITORS

1 DISPLAY CASES

- It is essential that the cases remain horizontal at ALL times, both when on display and when being moved through doorways and in and out of vehicles.
- During transit or storage the cases should not be stacked more than three high and the foam protectors (supplied) should always be used.
- At no time should anything be placed on top of the cases as this may result in scratches or even breaking of glass. Please try to ensure that no one leans on the cases.

Your organisation may be charged for any damage caused to the cases or contents.

2 DISPLAY ENVIRONMENT

- All sources of light are damaging to archives. For this reason cases should never be placed in direct sunlight and artificial light should be kept to a minimum.
- Do not place cases in damp or very dry conditions as these can cause serious damage to the archives. Ideally the cases should be displayed where there is a constant temperature of between 16 and 20°C.
- Do not place cases near a source of heat or water.

3 SECURITY

- Cases should be kept locked at all times and the display area adequately supervised to prevent the possibility of theft, vandalism, fire and other hazards.
- Should an accident occur while the exhibition is in your care please inform Nottinghamshire Archives immediately on 0115 950 4524. Do not attempt to repair any damaged item as this can often cause further harm. Nottinghamshire Archives conservation staff will be able to advise on the best course of action.