

Object Handling

Hint and tips on Handling and Moving Objects

- Does the object actually need to be moved? Don't move items more than necessary
- Think about the object –
 - size, weight, stability, shape, protection
 - stop and look before taking it off the shelf
 - if object is in a box – is it packed adequately to be moved a distance?
- Is the area you taking the object to:
 - Clean – no food or drink near the objects – not only harm the object but can also attract pests
 - Is there a clear route? Do you have to open and close door? – take someone with you. Make sure your line of sight is clear
 - Are you taking it to a suitable environment? Is it in direct sunlight on the table? – esp for textiles and paper based objects
 - Is the table you are using large enough? Should have enough space around the object so there is no danger of it falling off
 - Do you have something suitable to put it on? ie. tyvek cushion, piece of plastazote etc
 - Secure area?
- Wear gloves or have clean dry hands if handling books / paper – use nitrile glove if material is heavily soiled or mouldy – if mouldy wear a mask with a filter
- Packing – stop item moving around in the box or if it has sharp corners
- Lifting
 - Be aware of what you are wearing – make sure clothes are clean, jewellery, name badges, keys, zips, buttons
 - Place one hand on the bottom and one hand to support
 - Keep close into the body
 - How heavy – do you need more than one person?
 - More than one box? Make multiple trips – not piling boxes on top of each other
 - Never lift by anything by the handle or knobs
 - If 2 or more people involved – work together and lift together
 - If using equipment then make sure you know how it works!
- Make sure you allow enough time to move objects safely

- Before taking an object out of a box, just take a quick look to see how it is packed so you can put it back in the same way
- Once the object is finished with ensure it packed as you found it or at least covered and in a secure place if it is not being returned to the store straight away
- Make sure that when items go back in the store they are in the correct place with the label showing

What to do if an object gets broken

- Don't panic!
- If in a public space – move people out of the way and cordon off area
- Pick / brush up all the pieces into a polythene bag or if they are larger pieces these can be wrapped in acid free tissue
- Make sure all pieces are labelled with accession number and description of object
- If its a piece that has fallen off ie. handle – say where it came from off the object
- Keep all the bits together
- Make sure the documented is updated
- Arrange for conservation of the object when necessary – but so long as it stored correctly it will not degrade any further