§ 1254.36 What care must I take when handling documents?

(a) You must use only pencils in research rooms where original documents are used.

(b) You may not use paper clips, rubber bands, self-stick notes or similar devices to identify documents.

(c) You must follow any additional rules that apply to the use of special media records at our facilities, such as wearing cotton gloves we provide you for handling still pictures and any original film-based materials.

(d) You must identify documents for reproduction only with a paper tab that we provide you. You must not use paper clips, rubber bands, self-stick notes or similar devices to identify documents.

(e) You must use exceptionally valuable or fragile documents only under