HPAH5085/6085

Handling Sessions (objects from the Cyfarthfa Castle Museum, Merthyr Tydfil)

2025/26

We have to impose certain restrictions in order to protect the collection.

A member of staff will supervise students examining objects at all times.

Students must take good care not to damage or impair any object and follow the *safe handling procedures* set out below. If they do not follow the instructions of the supervisors (Dr. Katharina Zinn and colleagues), they might be accountable and liable for any incidental damage. If any object sustains damage the incident must be reported to the supervisors immediately.

Personal photography is not permitted, nor is the making of wax or other impressions (including rubbings), except at the discretion of the module convener Dr. Katharina Zinn or the curator of Cyfarthfa Castle Museums, Michelle Lewis. Any requests for consideration should be made in advance.

Pencils only may be used.

In the case of an emergency or if you hear the fire alarm leave the building at the nearest fire exit. Never risk your life to save an object.

Safe Handling Procedures

- The lint-free cotton gloves or nitrile gloves provided must be worn in order to handle objects. Fingerprints damage objects because the acids and salts in perspiration have corrosive properties. Porous materials such as plaster, marble, paper, unglazed pottery, and ivory can also be damaged by grease from the skin, which will stain the object and attract dirt from the air.
- Objects should only be placed on clean acid free tissue paper or plastazote provided never in direct contact with the table.
- Remove large pieces of jewellery or cover rings, watches, necklaces etc. that may cause abrasion or chipping.
- Ensure that sleeves or fastenings of clothes don’t catch on the object and avoid clothing that will restrict your movement or are likely to trip you up.
- Place bags and personal belongings safely in an area next to the door to avoid tripping over them.
- Try to familiarise yourself with the structure, fabrication and condition of the object, making note of any areas that may be vulnerable.
- Treat all objects as fragile. Hold and support more vulnerable areas by the heaviest part of their body and as near to the centre of gravity as possible.
- Only pick up one object at a time.
- Don’t pick objects up by the decorative parts of their structure, handles, knobs, rims or legs.

- Do not place objects in direct contact with each other because this will cause abrasion damage.
- You may need to place an object on its side to examine it. Place it on a nest of acid free tissue in order to secure the object safely.
- Pencils only may be used.
- Food and drink must not be consumed near the object.
- No metal measuring instruments (e.g. callipers, rulers) may be brought into contact with the object.
- Accidents must be reported immediately to the curatorial staff.

Publication and Copyright

Cyfarthfa Castle Museums and Art Gallery are keen to facilitate further publication of their objects, however, in order to help other researchers it is useful for us to ensure that we are informed and consulted on such publication. Therefore:

Permission to consult materials does not convey the right to reproduce or publish. Materials provided from the collections are provided for reference only.

Permission may be granted in certain circumstances for researchers to take photographs of objects for research purposes only. Permission to take photographs for research purposes does not convey the right to reproduce or publish such images.

Extensive quotation, copying for research purposes, the reproduction or publication of art works, photographs, manuscripts, and other images requires both copyright permission from the Curator and may involve payment of a license or other fee to the Museum.

Researchers agree to provide the Egypt Centre with a complimentary copy of their completed work or any publication or catalogue relying on its collections.

Acknowledgement
When citing materials from Cyfarthfa Museums and Art Gallery, citation should follow this format: *identification of item, item accession number, Cyfarthfa Museums and Art Gallery, Merthyr Tydfil.*

I have read and understood the above and to agree to the conditions therein:
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Signature……
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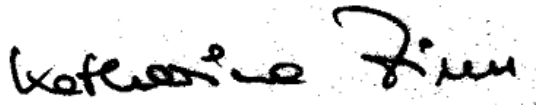

Countersignature by Dr. Katharina Zinn