Guideline 547 - Preservation

USE OF ADHESIVE POST-ITS™ AND SIMILAR PRODUCTS

Because of the concerns that adhesive backed "Post-its™" and similar products are not good for library materials (having been banned from other libraries and having effects demonstrably adverse to preservation) and that in some uses they interfere with making of photocopies of documents or become separated too easily from the documents to which they were stuck, the Library discourages the use of such items, except in situations where the preservation of materials, photo-duplication or retention of their content are not a factor.

Post-its™ must not be used on Library Special Collections or archival materials.

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Reference Unit Heads minutes 8/14/90

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