



Main Points from the

**HANDLE
WITH CARE**

Guidelines on:

Moving collections

- **Work in pairs**
- **Communicate about the process**
- **Work to your capabilities**
- **Avoid twisting and bending**
- **Avoid a forceful grip**
- **One row of books on the trolley**
- **Swap positions and tasks**
- **Use gloves with rubber dots**
- **Be alert to falling books**
- **Reduce manual handling where possible**

