



Age Ratings You Trust

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Document Handling Guidelines

BBFC archive files contain original documents that detail the classification of film and video works submitted to the BBFC. The papers continue to be in active use as part of the BBFC's daily operations and represent a significant part of film history. They must therefore be handled with great care in order to preserve them for both operational purposes and posterity. We ask that you observe the following when handling BBFC documents:

- Use pencil only for taking notes.
- Leave all the pages in the order that you found them. Do not remove or re-file pages.
- Always wash your hands before and after working with the files.
- Do not allow files to come into contact with liquid of any kind.
- Handle pages with care, and avoid touching them as much as possible.
- Do not place documents on the floor.
- Do not lean on documents, or place objects on top of them.

Ledgers

The BBFC also stores ledgers which contain classification records dating from 1913 to 1997. These volumes are large format and many are particularly fragile. Researchers using our ledgers must observe the following additional conditions:

- Use gloves provided by the BBFC when handling the ledgers.
- Where required use a 'snake' weight, provided by the BBFC, to hold the pages of the ledgers in place.

If you have any problems handling or reading documents please contact a BBFC staff member for assistance. We can supply magnifying equipment to assist with deciphering text where required.

A member of our staff will always be available to assist with your visit. Thank you for handling the historical documents of the BBFC responsibly.