

## Specific user regulations for handling items from the numismatics collection in the Study Centre

A wide range of items from the numismatics collection is available in the Study Centre for research purposes. Since most of these small objects are valuable, we kindly ask users to observe the safety requirements and comply with the following points:

### General information:

- We kindly ask study collection users to handle the coins and medals from the Swiss National Museum's collection in a careful and conscientious manner.
- Please always use the aids and base provided.
- Please wear the gloves provided when studying the objects.
- Please keep the objects you consult in order.
- Do not manipulate or move the objects any more than is absolutely necessary.

### Handling the coins:

- The coins and medals are kept in what are known as coin boxes. These help to identify the objects and contain other significant information about them along with the inventory number. Since the objects themselves are not labelled with an inventory number, they must always be examined individually and then placed immediately back into their respective coin box. A sensibly organised workspace can ensure that objects do not get mixed up. However, if a mix-up does arise, please inform your contact person. Additional information is usually provided to help you easily identify objects using weight details or photos.
- Please refrain from taking rubbings (frottage) or from moulding the objects. This puts the objects at risk. Please contact the person responsible for the collection if you require professional reproductions or conservationally appropriate impressions of individual objects.

Thank you for complying to these user regulations. If you have any questions or if anything is unclear, we would be happy to help you.