

# Your Documents Welcomed to Their Forever Home



Pickering College is home to our library, archives, and reading room.



When a new document is acquired, it is greeted by Michelle, our archivist.



Michelle enters information about the document into the catalogue, including its permanent address on the shelf.



The document is then moved into its new home in the vault.



George Fox admonished Quakers to take good care of our documents. Otherwise our history could be lost forever.



Preservation includes control of temperature, humidity, pests, mould, and sunlight, any of which can threaten the life of the document.



When someone needs to access information from the archives, they can look at documents in the reading room.



Care which respects archival standards assures the long-term preservation of Canadian Quaker history.