Before you begin:
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1. Wash hands with soap and dry thoroughly.
   
2. Start with a clean, flat working space large enough to support the scroll.
   
3. Place weights or a barrier of some kind at each end of work surface to prevent the scroll from rolling off the edge.

Removing Scroll from Enclosure:
4. If the scroll is in a box, gently tip the scroll onto the table. If the scroll is wrapped, you may use the wrapper to lift the scroll out of the box.

5. Begin unrolling the first section of the scroll from right to left.

6. Use small bag weights or wooden paperweights (not snakes) at edges to hold in place, being careful not to place weights on decorative portions of the scroll.

Unrolling:
8. To view subsequent sections, roll the right side to meet the left, pick up the entire scroll, and move it back to the right side of the table. *Do not drag the scroll.*

9. Continue working through the scroll in this manner until you reach the end.

Unrolling:

9. Continue working through the scroll in this manner until you reach the end.

10. When finished viewing, leave the partially unrolled scroll on the table in the last position you used it, and alert a staff member to return the scroll to its original rolled position and housing.

Clasps:
7. If a clasp is present, use tissue to secure the clasp in place before rolling the end of the scroll.

*Images courtesy of the Freer and Sackler Gallery [https://www.youtube.com/watch?v=enCWYmbj8Ew](https://www.youtube.com/watch?v=enCWYmbj8Ew) Updated 10/2016