

When handling your phonograph records or "vinyl record" avoid touching the playing or grooved surface. You should handle the record by either edge and the labeled surface only.

Remove the vinyl record from the jacket with the inner dust sleeve by bowing the jacket open by holding it against the body and applying a slight pressure with a hand. Pull the record out by holding a corner of the inner dust sleeve. Avoid pressing down onto the disc with the fingers as any dust caught between the sleeve and the disc will be pressed into the grooves.

Remove your phonograph record from the inner dust sleeve by bowing the dust sleeve and letting it slip gradually into an open hand so that the edge falls on the inside of the thumb knuckle. The middle finger should reach for the center label. Never reach into the sleeve.

To hold a record, place the thumb on the edge of the disc, and the rest of the fingers of the same hand on the center label for balance. Use both hands on the edge to place disc on turntable.

Do not use paper or cardboard inner sleeves and do not store records without inner sleeves. Use soft polyethylene inner sleeves. Do not use record sleeves made of PVC.

Source: <http://www.squidoo.com/VinylRecordCleaning>