

PRESERVE & PROTECT

Caring for organizational &
personal archives

AGENDA

Preservation Overview

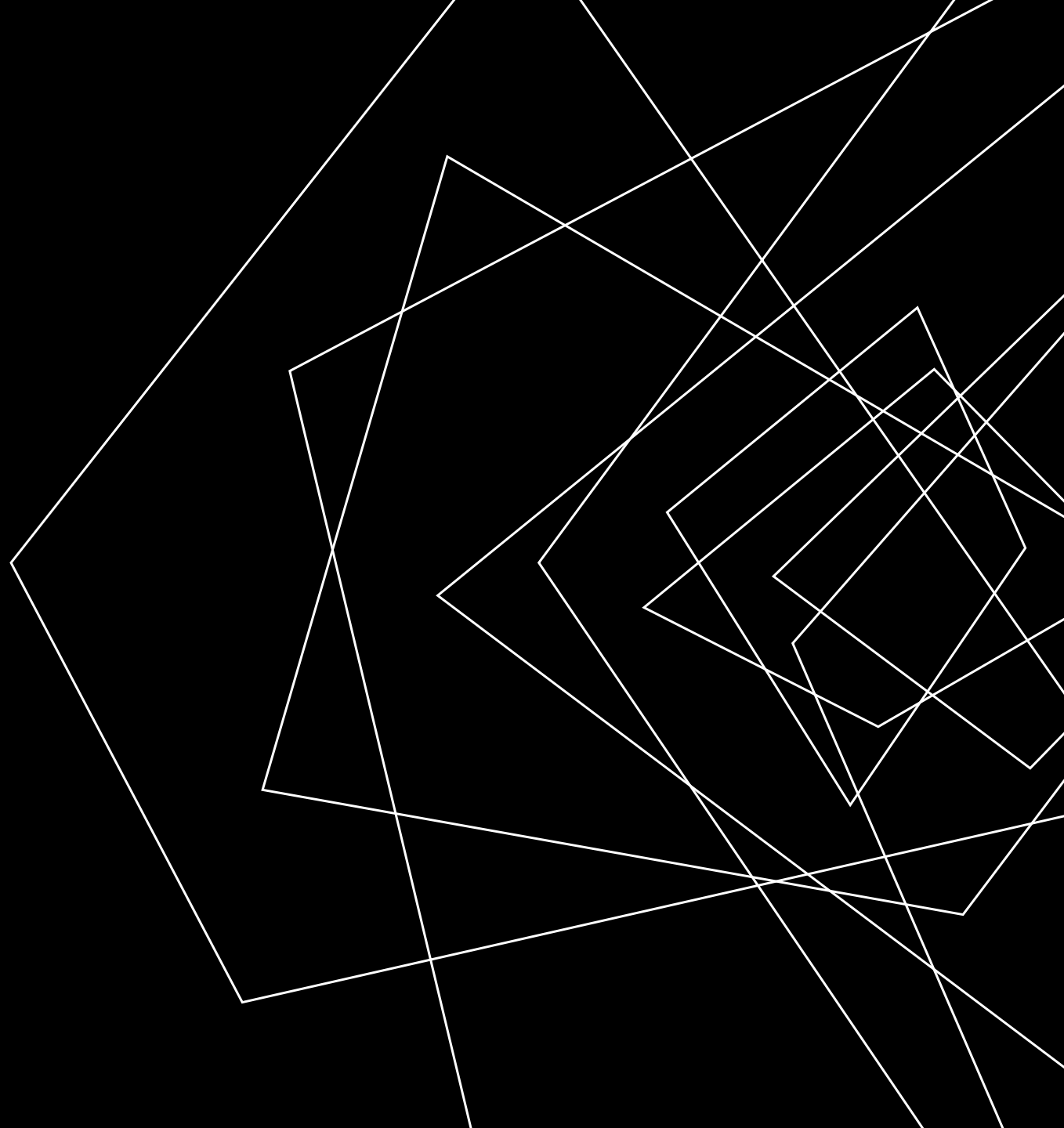
Supplies

Digital Preservation

Techniques/Demo

Q & A

Show & Tell



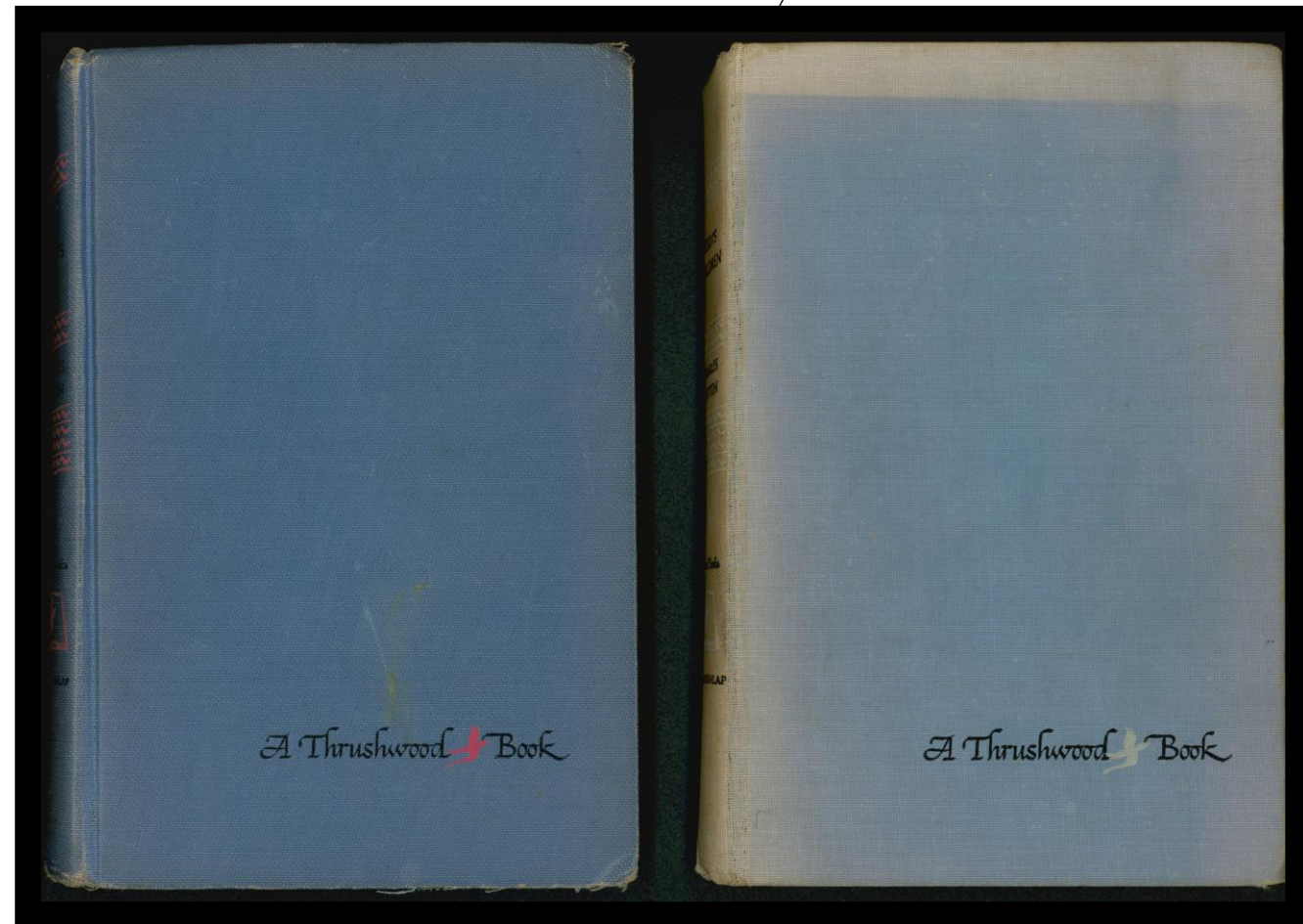
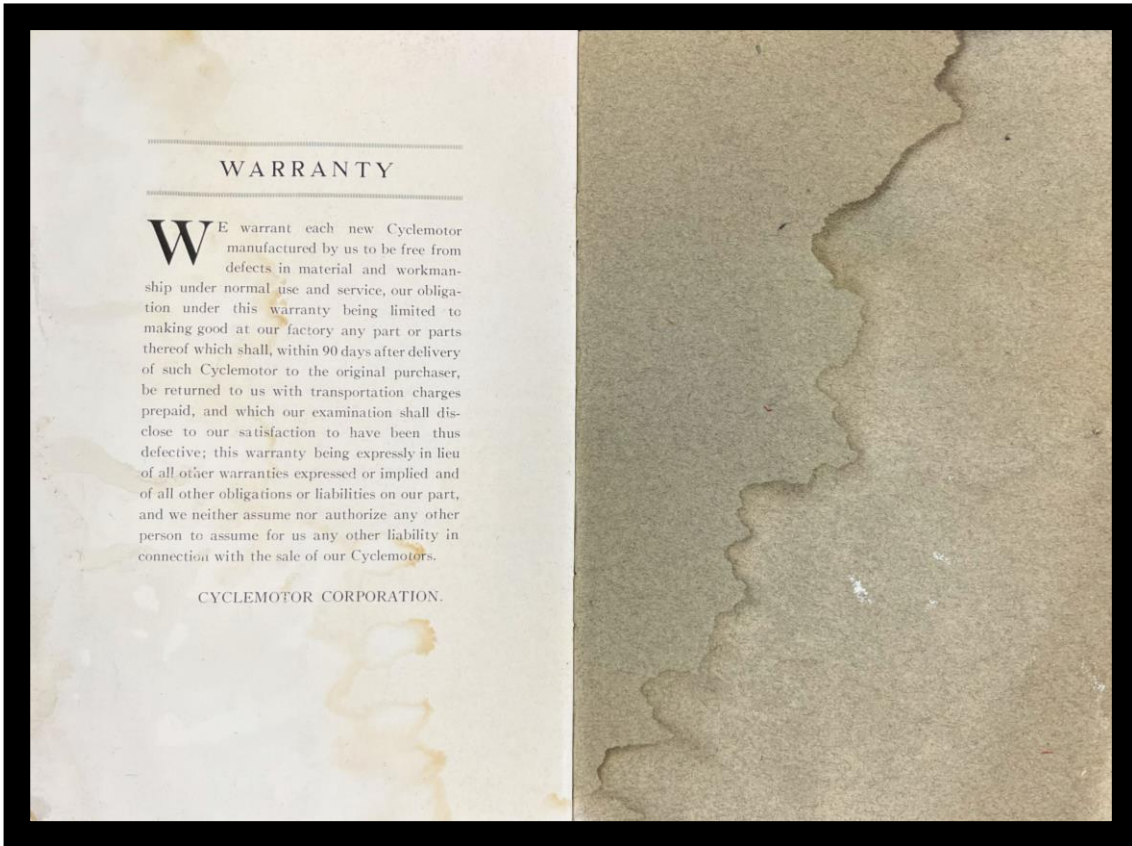
PRESERVATION

“Preservation encompasses the **activities which prolong the usable life of archival records**. Preservation activities are designed to **minimize the physical and chemical deterioration of records and to prevent the loss of informational content.**”

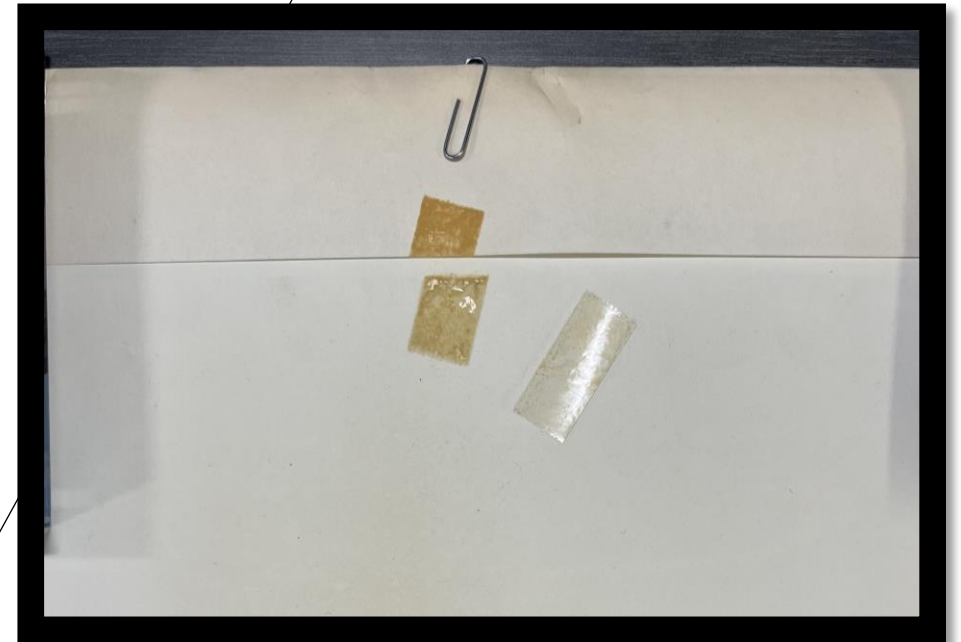
<https://www.archives.gov/open/plain-writing/examples/preservation-about-before.html>

- Stable environment
- Safe handling
- Duplicating materials
- Using stable housing
- Repairing documents
- Pest control program
- Disaster recovery plan

EXAMPLES OF DAMAGE



EXAMPLES OF DAMAGE



SUPPLIES & TOOLS

TOOLS	PAPER	PLASTIC	ADHESIVES/ FIXTURES	TERMINOLOGY
Bone folder Scissors Xacto knife / utility knife Pencils Archival ink pens Nitrile / latex / cotton gloves Ruler Clean, dry hands Ink pens	Acid-free materials Folder stock (manila folders) Archive-safe boxes Mat board Clamshell boxes Glassine	Polyester film (Mylar) Polyethylene Polypropylene Acrylic Corrugated plastic Tyvek PVC	PVA glue Archive-safe tapes Hinging tape Mending tape Stainless steel paper clips Linen ties Staples Masking tape Scotch tape Rubber bands	Acid-free Archival Inert \ Free from off-gassing Lignin-free Acid migration Buffer (prevents acid migration)

SUPPLIES & TOOLS



Bone Folder



PVA Glue



Utility Knives



Manila Folder



Mending Tape



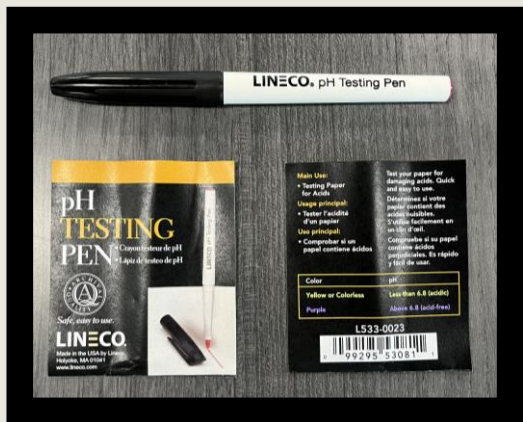
WHY IS ACID-FREE SO IMPORTANT?

Acid-Free Paper

- Made from acid-free wood pulp, Japanese Kozo paper, or cotton fibre paper
- Can last 1,000 years or more without degrading
- Comes as tissue paper, repair paper/tapes, paper stock, card, board

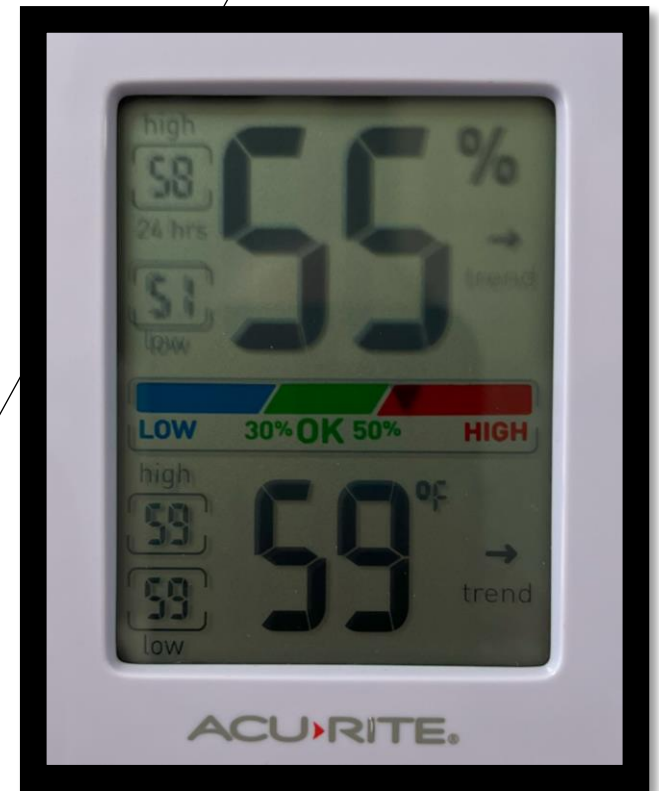
Acidic Paper

- Made from wood pulp
- Yellows/darkens and becomes brittle over time with exposure to light and heat
- Subject to degradation by contact with PVC sleeves, other acidic papers or boards, and pollution



ENVIRONMENTAL CONSIDERATIONS

- Have a hygrometer on hand to ensure proper temperature and relative humidity (70 degrees F or lower, and between 30% & 50% relative humidity)
- Limit temperature fluctuation (hot and cold)
- Utilize a space with limited light exposure
- Beware of damp environments (leaks or standing water)
- Ensure area is free of pests
- Avoid exposure to food and beverages
- Consider “micro-climate”



SUPPLIERS

SUPPLIES

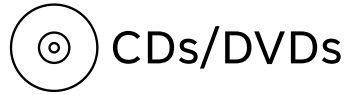
Demco <http://demco.com>
University Products
<https://www.universityproducts.com/>
Gaylord Archival
<https://www.gaylord.com/>
Archival Methods
<http://archivalmethods.com>
TALAS <https://www.talasonline.com/>
The Container Store
<http://containerstore.com>
Amazon <http://amazon.com>
Staples <http://staples.com>
Hollinger Metal Edge
<https://www.hollingermetaledge.com/>

SERVICES

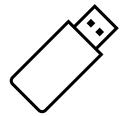
Conservation Center for Art and
Historic Artifacts
<https://ccaaha.org/>
Northeast Document
Conservation Center
<https://www.nedcc.org/>
Backstage Library Services
<https://bslw.com/>
George Blood
<https://www.georgeblood.com/>

RESOURCES

Gaylord Archival
<https://www.gaylord.com/resources>
Conservation Center for Art and
Historic Artifacts
<https://ccaaha.org/education>
Library of Congress
<https://www.loc.gov/preservation/>
Smithsonian Institution Archives
<https://siarchives.si.edu/what-we-do/preservation/introduction>
National Archives
<https://www.archives.gov/preservation>
American Institute for Conservation
<https://learning.culturalheritage.org/public>
YouTube <http://youtube.com>



affordable · easy to use · life expectancy 30-100 years depending on brand · can get corrupted or malfunction · limited storage capacity · most new computers do not have disc drives anymore



USB Drives

affordable · easy to use · life expectancy about 10 years · can get corrupted or malfunction · will connect easily to most new computers · wide range of storage capacity options · can be damaged by extreme temperatures



External Hard Drives

pricier depending on storage size · easy to use · life expectancy 3-5 years depending on brand · will connect easily to most computers · offers large storage capacities · can be damaged if dropped or by extreme temperatures



Cloud Storage

free options available, but larger capacity subscriptions can be pricy · files are safe from damage and theft · must have internet access or smart phone · life expectancy is indefinite assuming you continue to pay for the service (or it's free)

DIGITAL PRESERVATION

TECHNIQUE EXAMPLES

- Film slide box
- Custom sleeves and folders
- Sales literature box



FILM SLIDE BOX



CUSTOM SLEEVES AND FOLDERS



SALES LITERATURE BOX DEMO





QUESTIONS?

MEET THE LIBRARIANS

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SHOW & TELL