

## Resources for Preserving your Collection:

### Photographs

*Archives and Manuscripts. Administering Photographic Collections.* Gerald J. Munoff, Margery S. Long, Mary Lynn Ritzenthaler. Society of American Archivists, 1984.  
*Care and Identification of 19th-Century Photographic Prints.* James M. Reilly. Eastman Kodak Co., 1986.

#### **Society of American Archivists**

- Visual Materials Roundtable Listserv  
To subscribe, send a message to [majordomo@listlink.berkeley.edu](mailto:majordomo@listlink.berkeley.edu)

#### **Image Lib Listserv**

- To browse archives, go to  
<http://listserv.arizona.edu/archives/imagelib.html>

#### **American Institute of Conservation**

- "Caring for your Photographs"  
<http://aic.stanford.edu/library/online/brochures/photos.html>

#### **Library of Congress**

- "Caring for Your Photographic Collections"  
<http://www.loc.gov/preserv/care/photo.html>

### Scrapbooks

#### **Library of Congress**

- "Preservation of Scrapbooks and Albums"  
<http://www.loc.gov/preserv/care/scrapbk.html>

### Audio and Video Materials

#### **Library of Congress**

- "Cylinder, Disc, and Tape care in a Nutshell"  
<http://www.loc.gov/preserv/care/record.html>

### Motion Picture Film

#### **Library of Congress**

- "Care, Handling, and Storage of Motion Picture Film"  
<http://www.loc.gov/preserv/care/film.html>

#### **National Archives and Record Administration**

- "Motion Pictures: Should I Convert My Home Movies to Videotape"  
<http://www.archives.gov/preservation/family-archives/home-movies.html>

# Saving Yesterday for Tomorrow

## Advice and Resources from the Oregon Historical Society Research Library

This brochure will help you:

- Preserve your print-based, photographic, and audiovisual personal records
- Find archival supplies
- Locate resources to learn more about archives and preservation



The Oregon Historical Society  
1200 SW Park Avenue, Portland, OR 97205  
PHONE 503-306-5240 E-MAIL: [libreference@ohs.org](mailto:libreference@ohs.org)

## *Hints for Preserving Your Collections*

The main threats to preserving your collections for future generations are: Heat and humidity, rough handling, and light.

To prevent damage and prolong life:

1. Give your collections a safe environment:
  - Maintain moderate and stable temperature and humidity. Generally, if it's comfortable for you, it will be good for your collections. Avoid storage in attics, basements, bathrooms, laundry rooms, and other areas of high humidity and extreme fluctuations in temperature and humidity.
  - Clean air, good air circulation, and good housekeeping. Dust and pollutants in the air from cleaning products and other sources cause damage.
  - Avoid storing and displaying collections in direct sunlight or under fluorescent lights. The ultraviolet radiation they emit causes fading and other damage.
  - Store your collections in archivally safe enclosures, folders, boxes, and other containers that will extend their life and protect them from dust and pollution.
  
2. Handle your collections with care:
  - Avoid touching the surface of photographic prints and negatives with your fingers. For even better protection, use white cotton gloves when handling.
  - Be especially careful when handling fragile papers and when turning pages of fragile books, albums, and scrapbooks to avoid tearing. Grasp books at mid-point to remove them from shelves rather than pulling them out by the top of the spine.
  - Use archival quality mats and frames to display collections safely.

*For more specific preservation information resources, archival supply sources, and contact information for local conservators and appraisers, read on:*

## *Archival and Photographic Supplies:*

Gaylord	<a href="http://www.gaylord.com">www.gaylord.com</a>	800-448-6160
Hollinger	<a href="http://www.hollingercorp.com">www.hollingercorp.com</a>	800-634-0491
Light Impressions	<a href="http://www.lightimpressionsdirect.com">www.lightimpressionsdirect.com</a>	800-828-6216
Metal Edge, Inc.	<a href="http://www.metaledgeinc.com">www.metaledgeinc.com</a>	800-862-2228

## *Resources for Preserving your Collection:*

### *General Preservation Tips*

#### **Northeast Document Conservation Center**

- "NEDCC Offers Hints for Preserving Family Collections"  
<http://www.nedcc.org/leaflets/fmlycol.htm>
- "Choosing and Working with a Conservator"  
<http://www.nedcc.org/plam3/leaf69.htm>

#### **National Archives and Records Administration**

- "Caring for Your Family Archives"  
<http://www.archives.gov/preservation/family-archives>

#### **Heritage Preservation**

- "When the Dust Settles: Tips for Safely Cleaning Family Treasures"  
<http://www.heritagepreservation.org/PDFS/Dustpressrelease.pdf>
- *Caring for Your Family Treasures*. Jane S. Long and Richard W. Long. Heritage Preservation (Harry Abrams, Inc.). 2000.

#### **Society of American Archivists**

- *Preserving Archives and Manuscripts*. Mary Lynn Ritzenthaler. Society of American Archivists. 1993.
- *Starting an Archives*. Elizabeth Yakel. Society of American Archivists. 1994.
- Archives of the Society of American Archivists listserv  
<http://listserv.muohio.edu/archives/archives.html>

### *Books and Paper*

#### **Basic Book Repair Methods. Abraham A. Schechter. Libraries Unlimited. 1999.**

#### **American Institute of Conservation**

- "Caring for your Books"  
<http://aic.stanford.edu/library/online/brochures/books.html>
- "Caring for your Documents and Art on Paper"  
<http://aic.stanford.edu/library/online/brochures/caringpaper.pdf>

#### **Library of Congress**

- "Care, Handling, and Storage of Books"  
<http://www.loc.gov/preserv/care/books.html>
- "Preserving Works on Paper"  
<http://www.loc.gov/preserv/care/paper.html>