

## Resources for Preserving your Collection:

### Photographs

"Caring for your Photographs," American Institute of Conservation,  
<http://www.conservation-us.org/index.cfm?fuseaction=Page.viewPage&pageId=633&parentID=497>  
IPI *Consumer Guides*, Image Permanence Institute,  
<https://www.imagepermanenceinstitute.org/resources/publications>  
James M. Reilly, *Care and Identification of 19th-Century Photographic Prints*,  
Eastman Kodak Co., 1986.

### Audiovisual Materials

"The Home Film Preservation Guide," Film Forever & AMIA,  
<http://www.filmforever.org/>  
"Cylinder, Disc, and Tape care in a Nutshell" Library of Congress,  
<http://www.loc.gov/preservation/care/record.html>

### Digital Materials

"Personal Archiving: Preserving Your Digital Memories," Library of Congress,  
[http://www.digitalpreservation.gov/you/docs/PA\\_All\\_brochure.pdf](http://www.digitalpreservation.gov/you/docs/PA_All_brochure.pdf)  
"Care of Archival Digital and Magnetic Media," *Conserv O Gram*, No 19/20,  
National Parks Service,  
<http://www.nps.gov/history/museum/publications/conservo/19-20.pdf>

### Emergency Preparedness & Response

Carmichael, David W. *Rescuing Family Records: A Disaster Planning Guide*.  
Council of State Archivists, 2009. Order at [www.statearchivists.org](http://www.statearchivists.org)  
"Preserving Treasures After a Disaster," Library of Congress,  
<http://www.loc.gov/preservation/family/ftpreserv.html>  
"Resources for Protecting & Saving Family Treasures and Historic Properties,"  
Heritage Preservation,  
<http://www.heritagepreservation.org/PROGRAMS/TFPublic.html>

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# Saving Yesterday for Tomorrow

## Advice and Resources from the Oregon Historical Society Davies Family 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



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## *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 (Archival) <http://gaylord.com/archivalsupplies.asp> 800-448-6160  
Hollinger Metal Edge <http://www.hollingermetaledge.com/> 800-862-2228  
University Products <http://universityproducts.com/> 800-628-1912

## *Resources for Preserving your Collection:*

### *General Preservation*

*Caring for Your Family Treasures.* Jane S. Long and Richard W. Long. Heritage Preservation (Harry Abrams, Inc.), 2000. Order at [www.heritagepreservation.org](http://www.heritagepreservation.org)  
"NEDCC Offers Hints for Preserving Family Collections," Northeast Document Conservation Center, <http://www.nedcc.org/resources/family.php>  
"Caring for Your Family Archives," National Archives and Records Administration, <http://www.archives.gov/preservation/family-archives/>  
"Family Treasures," Library of Congress, <http://www.loc.gov/preservation/family/>  
"When the Dust Settles: Tips for Safely Cleaning Family Treasures," Heritage Preservation, <http://www.heritagepreservation.org/PDFS/Dustpressrelease.pdf>

### *Conservation*

American Institute for Conservation of Historic & Artistic Works (AIC), <http://www.conservation-us.org/>  
"Choosing and Working with a Conservator," Northeast Document Conservation Center, <http://www.nedcc.org/plam3/tleaf69.htm>

### *Books and Paper*

"How to Protect Your Books," American Institute of Conservation, [http://www.conservation-us.org/data/n\\_0001/resources/live/books.pdf](http://www.conservation-us.org/data/n_0001/resources/live/books.pdf)  
"Documents, Manuscripts, and Works on Paper," American Institute of Conservation, [http://www.conservation-us.org/data/n\\_0001/resources/live/paper.pdf](http://www.conservation-us.org/data/n_0001/resources/live/paper.pdf)

### *Scrapbooks & Albums*

"Making Scrapbooks" and "Protect Your Historic Scrapbook," State Archives of Florida, <http://dlis.dos.state.fl.us/archives/preservation/Scrapbook/>  
*Science of Scrapbooking* articles, Image Permanence Institute, [http://www.archivaladvisor.org/shtml/articles\\_index.shtml](http://www.archivaladvisor.org/shtml/articles_index.shtml)