

## Preservation and Conservation Tips

### DO

- ❖ Remove pins, staples, paperclips, rubber bands
- ❖ Remove acidic cardboard and wooden backings
- ❖ Replace acidic mats with acid free mats
- ❖ Photocopy news clippings onto acid free paper and throw out the originals
- ❖ Use acid free photocopy paper for all your work
- ❖ Avoid rapid fluctuations of temperature and humidity
- ❖ Limit exposure to light, especially direct sunlight
- ❖ Use acid free storage materials
- ❖ Use buffered storage materials *ONLY* for appropriate materials
- ❖ Use only Melinex® (Mylar), polyester, and polyethylene plastics
- ❖ Keep storage areas clean
- ❖ Box the bottoms of folders to protect edges of papers
- ❖ Encapsulate with Melinex® if necessary
- ❖ Keep food and beverages away from collections items
- ❖ Use only pencils when working with collections items
- ❖ Limit photocopying; if an item is frequently copied, make a master photocopy and provide use copies from the master only
- ❖ Unfold and flatten materials with great care; see separate Tips for flattening
- ❖ Wear cotton gloves when handling negatives and photographs in particular
- ❖ Use Monel staples if you absolutely must have a staple; acid-free paper wrapped around a group of pages is preferable

### DON'T

- ❖ Use rubber cement
- ❖ Use water absorbing glues
- ❖ Use any sort of pressure-sensitive tape
- ❖ Use rubber bands
- ❖ Use ink on photographs
- ❖ Use brown wrapping paper for storage
- ❖ Use paper clips of any kind
- ❖ Use glassine envelopes
- ❖ Use regular cardboard
- ❖ Use wooden storage containers, especially if they are closed
- ❖ Store items in damp basements or under potentially leaky pipes
- ❖ Store items in attics that are alternately oven-like and arctic-like
- ❖ Touch the emulsion side of negatives
- ❖ Handle items roughly
- ❖ Use PVC plastics
- ❖ Let insects and rodents and birds get into storage areas
- ❖ Overpack materials in any box
- ❖ Lean on materials, especially with your elbows

### REMEMBER

- ❖ Common sense
- ❖ Caution
- ❖ Reversibility of any action you take