

**PRESERVING YOUR FAMILY PAPERS,  
PHOTOGRAPHS, BOOKS, AND DIGITAL MATERIALS  
FOR FUTURE GENERATIONS**

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**Optimal storage conditions for family materials:**

<b>Material:</b>	<b>Temperature:</b>	<b>Relative Humidity:</b>	<b>Other comments:</b>
Papers	70°F	45-65%	Store in buffered, acid-free folders or clear plastic enclosures (e.g., Mylar D) in buffered, acid-free boxes. If mounted, avoid contact with wood; display away from light.
Books	70°F	45%	Use metal, not wooden shelves. Place extremely fragile books in buffered, acid-free boxes which fit the size of the book.
Photographs	<65°F	30-40%	Store in paper sleeves or plastic sleeves made of cellulose triacetate, polyester (e.g., brand name Mylar D), polyethylene, or polypropylene ( <i>avoid PVC</i> ); then in a non-buffered, acid-free folder or box. Never allow faces of pictures to touch each other. To display, use copies if possible; keep out of direct light. Storage enclosures should pass the Photographic Activity Test (PAT)
Video tapes	50-60°F	40-50%	Store in plastic containers; store on end; rewind after use.
Movie films	37-50°F	20-50%	Store in archival quality containers (rust-proof metal or plastic); store flat on shelves.

**BIBLIOGRAPHY**

If neither you nor your local library owns a magazine article listed below that interests you, two options are (1) ask your library to request the article on interlibrary loan or (2) request a copy of the article from the Allen County Public Library (\$7.50 for each letter, pre-paid, plus \$0.20 per page copied to be billed to you). For details, see their web site at [http://www.acpl.lib.in.us/database/graphics/order\\_form.html](http://www.acpl.lib.in.us/database/graphics/order_form.html)

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6. Douglas, Althea. *Help! I've Inherited an Attic Full of History. Vol. 1: Dating, Evaluating and Disposing of the Accumulation of a Lifetime. Vol. 2: Archival Conservation in the Home Environment.* Toronto: The Ontario Genealogical Society, 1999.
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23. "Hints for Preserving Family Collections." *Family Chronicle's Introduction to Genealogy*. Toronto, Ontario: Family Chronicle, 1999.
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#### **INTERNET SITES RELATED TO PRESERVATION**

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<http://www.conservation-us.org/>
2. Care, Handling and Storage of Motion Picture Film:  
<http://www.loc.gov/preservation/care/film.html>
3. Caring for Your Collections (links to sites on care of books, photos, videos, and other media): <http://www.loc.gov/preservation/care/>
4. Conservation On-Line (COOL): <http://cool.conservation-us.org/> Includes searches of materials and links to a large number of sites dealing with all times of conservation problems; this site is the key to a wealth of preservation and conservation material.

5. Frequently Asked Questions on Preservation (Library of Congress):  
<http://www.loc.gov/preservation/about/faqs/index.html>
6. General Guidance (preservation frequently asked questions from the National Archives):  
<https://www.archives.gov/preservation>
7. The Library of Congress: Preservation: <http://www.loc.gov/preservation/>
8. The Library of Congress: Personal Archiving:  
<http://digitalpreservation.gov/personalarchiving/index.html>
9. Northeast Document Conservation Center (NEDCC) leaflets: <http://www.nedcc.org/free-resources/preservation-leaflets/overview> Includes full text of several publications relating to conservation.
10. Northeast Document Conservation Center (NEDCC) <http://www.nedcc.org/free-resources/preserving-private-and-family-collections/caring-for-private-and-family-collections> "NEDCC Offers Hints for Preserving Family Collections."
11. Protecting Family Memories from Time [photographs]:  
[http://www.genealogy.com/genealogy/10\\_prsrv.html](http://www.genealogy.com/genealogy/10_prsrv.html)
12. Quilter's and Quilt Collector's Tip Sheet:  
<http://www.hollingermetalede.com/modules/cms/index.html?pageID=1>

## SUPPLIERS OF MATERIALS FOR PRESERVATION

<p>Archival Products (800) 526-5640 <a href="http://www.archival.com/">www.archival.com/</a></p> <p>Brodart Archival Supplies 500 Arch Street Williamsport, PA 17701 (888) 820-4377 <a href="http://www.shopbrodart.com">www.shopbrodart.com</a></p> <p>Gaylord Archival PO Box 4901 Syracuse, NY 13221-4901 (800) 448-6160 <a href="http://www.gaylord.com">www.gaylord.com</a></p>	<p>Hollinger Metal Edge 9401 Northeast Dr. Fredericksburg, VA 22408 (800) 634-0491 <a href="http://www.hollingermetalede.com/">www.hollingermetalede.com/</a></p> <p>Light Impressions 2340 Brighton Henrietta Townline Road Rochester, NY 14623 (800) 975-6429 <a href="http://www.lightimpressionsdirect.com/">www.lightimpressionsdirect.com/</a></p> <p>University Products 517 Main St. Holyoke, MA 01041 (800) 628-1912 <a href="http://www.universityproducts.com">www.universityproducts.com</a></p>
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