PRESERVATION

EIGHTY-EIGHT LINES

ABOUT FORTY-FOUR
TECHNIQUES

What to keep?
Items of sentimental, financial, or legal value in all formats.

Identify what you want to save long-term, then organize and label that material (using pencil not ink).

Avoid letting personal collections get scattered or misidentified.

You can choose to preserve final version of documents, or you can include drafts and revisions.
Store materials in a cool, dark, dry, stable environment with good air circulation.

A stable environment makes all the difference; rapid fluctuations in temperature and humidity damage materials most.

Avoid garages, attics, and basements for storage; use a dehumidifier in damp areas.

Store your materials in enclosures, like filing cabinets, boxes, and folders, to protect from dust and dirt.

If using paper preservation supplies or when framing, look for acid-free, lignin-free, buffered products.

If using plastic preservation supplies, look for polyethylene, polyester, or polypropylene — never encapsulate!

Use folders instead of envelopes to reduce abrasions.

Keep highly acidic items, like newsprint, away from other materials.

To preserve newspaper clippings long-term, photocopy them onto acid- and lignin-free paper.

Light fades, discolors, and embrittles, and the damage is permanent and irreversible.

Don’t leave materials “on display” long-term; rotate so less damage is sustained.

Framed works should not be in direct sources of natural light or fluorescents.

Dust and dirt can abrade surfaces, and attract mold and insects.
DIGITAL

Identify where all your digital files are stored, including personal websites, social media sites and services, and email.

Select files to save for long-term, considering current information as well as any older/archived content.

If saving a limited amount of information from social media, Web sites, or email, use the "save as" command to export the content as individual files.

If saving entire pages or sites on social media and Web sites, check into automatically exporting them as a series of linked files.

If there are multiple versions of a file, a photo or video for instance, save the one with highest quality.

For video, use a production quality codec: Apple ProRes, Avid DNxHC or similar, with a widely-used wrapper like .mov.

If possible, save files in an open format: .xml, .pdf, .txt, .tif, .jpg, JPEG-2000, WAV, MOV are examples.

Save metadata for files, including site names, dates created, email headers (subject, from, to, time date).

Tag audio and video files with names of people and descriptive subjects.

Give the files you choose short but meaningful file names: including who, what, when, and where, as applicable.

Create a directory/folder structure on your computer to put files you selected to preserve.

Even better, create a consistent file naming system for the files: family_disney_vacation_May2016.jpg or letter_from_grandma_August2000.pdf
Save these files on your computer and at least one other device, such as CDs, DVDs, or a portable hard drive.

Write a brief description of the directory structure and files, and put a copy with other important papers in a safe location.

In addition to saving multiple copies, keep copies at another location, like a friend or relative's house or in the cloud.

If disaster strikes one location, your files in the other place should be safe.

Check your files once a year to ensure they are still working.

Create new copies every 3-5 years, and save in newer file formats, if necessary.
Alpena County George N. Fletcher Public Library event, “Preserving Family Documents”: https://youtu.be/nLhhiMCTbTE

American Institute for Conservation, Guides for Taking Care of Your Personal Heritage: http://www.conservation-us.org/about-conservation/caring-for-your-treasures#.WMLJADvythF

Association for Library Collections and Technical Services webinar, “Preserving your Personal Digital Photographs”: https://youtu.be/oSjPEZwynkg?list=PLA5BAB085DF728BD4


Indie Preserves, “Preservation Tips Blog” (physical and digital preservation): http://www.indiepreserves.info/


Library of Congress leaflets, Collections Care: http://www.loc.gov/preservation/care/


2809 Woodland Avenue, Cleveland, OH 44115 - rockhall.com/library

LIBRARY.ROCKHALL.COM/NEOSOUND
KEEP CALM AND PRESERVE YOUR HISTORY