

Family & Community Archives Day: Archiving at Home

OCTOBER 5, 2019

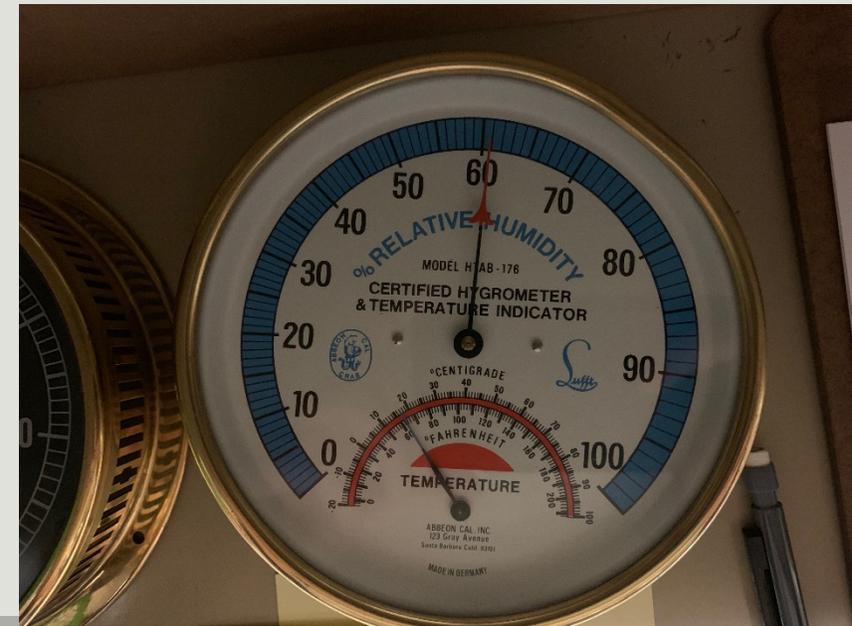
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What we will cover:

- Storage
- Organizing
- Handling
- Damage
- Professional care

Storage

- ❑ Most important: Location, Location, Location.
- ❑ Do NOT store materials in the basement or attic where there might be fluctuations in temperature or humidity.
- ❑ Store in cool, dry, stable environment, ideally less than 70 F and <60% humidity.



Storage

- ❑ Store in interior rooms away from exterior walls where temperature fluctuates.
- ❑ Consistent temperature and humidity is key.
- ❑ Store away from light sources like doors or windows.

Storage

- Store materials unfolded.
- Keep different types of materials separate. Keep photographs away from negatives and news clippings away from papers. Consider photocopying news clippings as they will deteriorate quickly.
- If possible use acid free folders, boxes and enclosures. For photos look for enclosures that have passed “PAT” (Photographic Activity Test).
- Storage in a box will help keep materials from the elements, light and pests.

Storage

- Remove metal (paper clips, pins, etc) and rubber bands from paper and photographs.
- Avoid applying adhesive to any materials.
- Label photos with photo pencils or soft lead.

Storage

- ❑ Avoid folding textiles or creating sharp creases. Instead roll them on a large acid free tubes or support folds with acid free tissue paper. Use padded hangers on sturdy materials.



Storage

- ❑ Have multiple copies of digital materials: on a hard drive, computer, in a cloud based service and store them in different places. Make sure to periodically use or refresh physical formats like hard drives or flash drives.
- ❑ Keep negatives and prints in different locations.

Organizing

- Where are your materials? Are they physical, digital, in multiple locations?
- What is most important to you?
- Group materials by category, types or format for easier storage and preservation.
- Think about adding information about photos or context to other stories you come across.





Handling and Display

- Have a clean space to look at the originals, free of food and drink.
- Handle materials with clean, dry hands.
- Handle photographs and negatives by their edges or with gloves to keep fingerprints from damaging the images.
- Keep light exposure to a minimum if displaying originals. Display materials for a while then store them. Use UV filtering glass in frames.



Damage

Light

Discoloration

Mold

Insects

tarlo, pena de vergüença publica, y de los años
de galeras, y perdimiento de la mitad de sus
bienes, de que se dè la tercia parte al denúcia-
dor. Y asì mismo mandamos, que incurran
en esta misma pena los Mercaderes estrange-
ros, ò naturales, y otras qualesquier personas,
q̄ los metierè en estos Reynos, y los vèdierè,
ò los dierè. Y que en los puertos de mar se tē-
ga por las justicias grã cuydado de visitar los
navios, y mercaderias q̄ se trageren, para que
se vea, si entrã los dichos pistoletes, para que
los transgressores sean castigados cõ todo ri-
gor. Todo lo qual mandamos guardays, cū-
plays, y executeys, y hagays guardar, cūplir,
y executar en todo, y por todo, segun, y como
de suso va declarado: y contra su tenor y for-
ma

que fuesse obedecido en las Indias, bolverlo resistido
los Iesuitas de las Indias à España? Desuarte, que ya
ha nauegado, para hallar la obediencia cinco mil
leguas largas, y mas; y hasta aora en su lugar solo ha
hallado en ellos la repugnancia. Nouedad es esta en
la Corona Catolica nunca vista; que passados por el
Consejo los Breues, y mandados executar por V.M.
no solo no se obedezcan, pero se repliquen, resistan,
repugnen, è impugnen.

Y la *Nacion Española* no la ha *infamado* el Obis-
po (como dizen los Religiosos Iesuitas en esta *Clausula Quarta*) antes puede ser, que con *critos*, y con la constancia que sigue esta tanta cau-
sa, sino la ha ilustrado, aya por lo menos concurrendo con los que la ilustran con semejantes acciones; y con promouer la execucion del Santo Concilio de Trento, que tan constantemente defiende la *Nacion Española*; y con solicitar la observancia, y obediencia à la Sede Apostolica; con la execucion de estos Santos Decretos, à quien siempre viue renida la *Nacion Española*. Y si los Religiosos Iesuitas los obedecen, concurriràn tambien en la veneracion que ha tenido siempre la *Nacion Española* à la Silla de San Pedro. Y si quieren no dar *auilantez* à los Hereges (como dizen en esta *Clausula Quarta*, cosa que nunca ha hecho la *Nacion Española*) traten con mas respeto à los Obispos, de lo que hazen en este, y otros Memoriales; porque estos son el cuchillo de la Heregia; Antagonistas, y Capitanes Generales nombrados por Dios contra los Hereges; y desacrecreditado, y perdido (Señor) el respeto à las Cabeças de la Iglesia, facilmente se corrompen con eterna corrupcion los miembros.

NVM. 71.

Responde-se a la impug-
nacion de los Religiosos
Iesuitas, sobre la Nacion
Española.

Professional conservators

- ❑ Don't attempt repairs or cleaning yourself.
- ❑ Items of high value.
- ❑ Tightly rolled items especially photographs.
- ❑ Moldy or wet materials.
- ❑ Damaged materials.

Archival supplies

Gaylord

Hollinger-Metal Edge

Resources

Today we have experts in:

- Audiovisual materials
- Photographs

Please ask them any questions you might have!

Resources

- ❑ Northeast Document Conservation Center “Choosing and working with a Conservator”:
<https://www.nedcc.org/free-resources/preservation-leaflets/7.-conservation-procedures/7.7-choosing-and-working-with-a-conservator>
- ❑ National Archives “How to Preserve Family Archives”:
<https://www.archives.gov/preservation/family-archives>
- ❑ Minnesota Historical Society “Preserve your Family Treasures”:
<http://www.mnhs.org/people/mngg/stories/>
- ❑ Library of Congress “Personal Archiving: Preserving Your Digital Memories”:
<http://digitalpreservation.gov/personalarchiving/>