STORAGE GUIDE TO ARCHIVAL COLLECTIONS

INDIANA HISTORICAL SOCIETY

CONSERVATION DEPARTMENT

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Overview

This storage guide to archival collections is provided for the collection staff of the Indiana Historical Society. Its purpose is to introduce staff to proper storage techniques thoughtfully employed during the processing phase. Consistent application of these techniques, and discriminating evaluation of items within a collection will help ensure preservation of the physical structure of material. Storage procedures are outlined for the wide variety of mainly paper-based collections held by the special collection library. Policies for storage procedures are stated as part of the description of storage methods.

Introduction

Special library collections that include rare material are provided storage of a different nature than circulating library collections. Rare books, manuscripts, maps, and photographs require support of fragile, often brittle, paper and board mounts. Preservation storage efforts take several factors into consideration; the item must remain available to the public and easily handled for retrieval. It is actually used in a research or gallery setting, and is re-entered into suitable storage. Suitable storage consists of archival housings that have a pH suitable for the type of material, and rely on chemically inert materials for additional support, protection, or restriction. Restricting movement to avoid abrasion to leather, pigments and emulsion layers is preferred. This may be done in a number of ways. Selection of box size is one easy method; padding out excess space with expanded polyethylene foam in individual storage units is another. By using the procedures in this guide, managers can adhere to consistent techniques and methods to create systematic storage based on sound preservation principles. Materials stored in a consistent manner not only assist the retrieval process, where many items traditionally receive damage, but convey to the public the manner in which items of rare value are preserved for the future.

Storage

When groups of items are placed together, direct contact creates the potential for stress. A wide variety of physical types or sizes in a group, along with their compression and certain environmental factors, set up a greater chance for stress and damage. For example, when thin items are stored vertically they tend to bend or slump. When rigid items are stacked horizontally, stress compounds and shifts to the lowest item on the stack. If objects are arranged unsupported in a wide range of formats within a single box, items will shift, and larger items may bend around the smaller items.

Storage by Physical Type

The first rule for storage would appear obvious- that like material be stored together, and unlike material be stored separately (paper with paper - photographs with photographs). This is not always as straightforward as it seems. To a degree, items at the Indiana Historical Society are currently separated by physical type. Consistent sorting and separation techniques during processing along with proper storage policies should be followed. Recommended storage procedures will help avoid intermixing material types and identify possible storage problems. Less accidental damage to collections will occur when policies for storing like items in as safe a condition as possible are in place and are followed. When a person retrieves a collection, they will be certain that all items are supported, and that no extraneous materials (such as a heavy object) or a fragile item (such as a pair of period spectacles) will cause damage or be damaged during the retrieval process.

Attention to the collection during the processing phase is important in order to avoid storage problems for the following reasons:

- 1. Different kinds of materials have different inherent traits that make them more or less stable
 - Some items require pH-neutral (non-buffered) storage materials while others are more stable in alkaline (buffered) surroundings. This is based for the most part on whether the items are cellulose or protein based.
 - Alkaline (buffered) storage: papers, bound books (cellulose)
 - pH-neutral (unbuffered) storage: photographs, vellum, parchment, and certain media like watercolors. (protein based)
 - Some proteins that have become highly acidic (such as highly acidic safety films) will benefit from alkaline (buffered) storage.
- 2. Some objects experience less structural stress when stored horizontally.
 - Horizontal storage: unsupported, flexible documents and unmounted photographs, loosely bound scrapbooks, pamphlets, and any fragile items
 - Vertical Storage: mounted photographs, glass negatives, bound books, and some rigid paper items
 - By adding supports to fragile, flexible materials items can safely be stored upright.

Storage by Format

Storage by physical type is fairly simple; another method for safe storage is by size. Storage by size or format may conflict with traditional library storage methods. Because library systems are based on identification through an explicit number system, it is typical to adhere to a numbering system in storage. , but this may cause stress to materials. Storage according to size is one of the most important factors in the prevention of physical damage for the following reasons:

1. Housing unlike sizes together increases risk of accidental damage. When items are stacked, either laterally or vertically, each is supported by those next to it. Items that are fully supported by adjacent objects experience uniform pressure throughout their structure. Differential stress may be considered absent if the stack is not actually compressed. Conversely, items supported only partially by adjacent smaller items experience unequal physical pressure, and are subject to differential stress or warping. Stress from unequal support occurs within like-size storage unless care is taken to insure that each item is stacked in direct alignment with the rest. When papers are stored in opaque folders, envelopes or sleeves, exceptional attention to orientation is required.

2. Shifting within oversized folders of items that vary in size may produce abrasion and extend existing tears. Condition problems discovered at this time should be surveyed, and this information given to the collection manager.

Graphic Works

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Graphic Artworks

Procedure: All graphic works are surveyed as part of the Collections Condition Survey Program (CCSP) and stabilized through storage. Stabilizing techniques removing most items from frames, and either matting or placing the item within a polyester (Mylar) pocket inside an alkaline (buffered) folder of appropriate size and weight. Final storage is determined by the curator within the context of the entire collection being processed.

 What To Do –
 Complete a Conservation Request Form (CRF) for each artwork or single collection of artworks.

 Request a condition survey and appropriate storage

 Place items in designated holding area.

 Submit request form to Conservation for survey and storage.



Polyester (Mylar) cover attached with 3-M #415 double-sided tape in alkaline folder



Matted object

For Conservation Use Only

Survey the artwork; see Surveys – Graphic Works Provide appropriate flat storage; folder, mat or cradle

Paintings on Canvas

Procedure: Framed paintings are inspected and backed with multi-purpose alkaline (buffered), alkaline corrugated board to help prevent puncture to the canvas. Hanging devices are inspected or when appropriate, replaced to stabilize the painting for hanging storage. Unframed paintings may be stored flat on shelving with support placed beneath the canvas to prevent sagging.

What To Do:Complete a Conservation Request Form (CRF) for each painting.
Request inspection and backing.
Place painting in designated holding area.
Submit the request to conservation for inspection and stabilization.

For Conservation Use Only

Inspect painting and survey general condition; see Surveys- Paintings Attach backing board and hanging devices where appropriate. For flat storage, support canvas with built-up pad of ethafoam.

Postcards

Procedure: All postcards will be placed in a uniform orientation within the storage sleeve. All sleeves should open on the left when stored in the storage container. The top of vertically oriented (portrait) postcards should be toward the left when stored horizontally. Final storage is determined by the curator within the context of the entire collection being processed.

What To Consider :	Size		
	First Day Cover	4" x 7 3/4"	
	Continental	4" x 6"	
	Standard	3 1/2' x 5 1/2"	
What You Need :	Polypropylene envelopes of an appropriate size		
	First Day Cover	4 ¼ x 8"	
	Continental	4 ½" x 6 1/4"	
	Standard	3 5/8" x 5 5/8"	
What To Do :	Sleeve - place p per sleeve.	postcard into an envelope of an appropriate size, one postcard	
Final Storage:	Place postcard a box.	along the long axis within the appropriate size postcard storage	
	Continental	4 1/2" x 6 1/2" x 10 1/2"	
	Standard	3 ³ ⁄ ₄ " x 5 5/8" x 10 1/2"	
	Final storage is	determined by the curator within the context of the entire	



collection being processed.

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Orientation for landscape format

Orientation for portrait format

Postcards - Odd Format

Procedure: Odd format postcards constitute cards of varying size with foldouts, panorama or 'envelope' formats and all oversized from the standard $3 \frac{1}{4}$ " x $5 \frac{1}{4}$ ".

FOLDOUTS

All foldouts are sleeved in 5" x 7" polypropylene sleeves and supported with a 5 $\frac{1}{2}$ " x 7 $\frac{1}{4}$ " 2-ply pH-neutral mat board. Individual cards will need to be pulled and handled outside the sleeve by the patron; therefore all foldouts will go into one separate postcard box. The box will be labeled to ask patrons to handle each foldout card with extreme care.

SMALL FORMAT

Small format postcards go into a standard polyester (Mylar) sleeve and are supported with 2-ply pH-neutral mat board

ODD OV SIZE

Odd sized larger postcards require custom-made sleeves of polyester (Mylar). Fill out a Conservation Request Form (CRF).

PANORAMA

Panorama postcards require custom-made sleeves of polyester (Mylar) and should be filed laterally in one of two panorama post card boxes: $6 \frac{1}{2}$ " W x 12 $\frac{1}{2}$ " L x 4 $\frac{1}{2}$ " D or 6 $\frac{1}{2}$ " W x 18" L x 6" D. Fill out a Conservation Request Form (CRF).

Dividers for postcard subjects Ethafoam at front of the box

Ethafoam at back of the box Folders

Polyester (Mylar) sleeves Postcard Box 4 x 6", 60-pt. board 3 5/8" x 6" (only one piece to separate first divider from the box) 4" x 6" (generally 4 per box to allow for growth) 9 $\frac{1}{4}$ " x 6", 20-pt. board, scored at 4" and 5 $\frac{3}{16}$ " from left edge to make the bottom. 3 $\frac{3}{4}$ " x 5 $\frac{3}{4}$ ", made by Russell Norton Co. 4 $\frac{1}{8}$ " x 6 $\frac{1}{8}$ " x 12" made by Conservation Resources (item # 126LF)





Use mat board behind fragile and small postcards

Postcard box

Posters

Procedure: All posters are surveyed as part of the Graphic Works Condition Survey and stabilized through storage. This technique includes placing the item within a polyester (Mylar) pocket inside an alkaline (buffered) folder of appropriate size and weight.

What To Do :Complete a Conservation Request Form (CRF) for each poster or single collection of
posters.
Request a condition survey and appropriate storage.

Place originals in designated holding area.

Submit posters and requests to conservation department for survey and storage folders.



Orientation for landscape format

Orientation for portrait format

For Conservation Use Only

Complete condition survey sheet; see Surveys- Graphic Works Stabilize with a polyester (Mylar) pocket in a 10- or 20-pt folder, depending upon size and weight. The folder size will correspond with the map case dimension. Store flat in a map case file

Architectural Plans

Procedure: All architectural formats are stabilized through storage during processing. Plans are stored either flat or rolled depending on the size of the collection and priority use rating. Large collections may be stored rolled. Final storage is determined by the curator within the context of the entire collection and the assigned priority use rating.

What To Consider :	Size of plan sheets Type of plan sheets (drawing, tissues, blue print, other) Rolled plan groups Bound plan groups Size of collection
What You Need :	20 point plan folders 36" x 48"
-or -	Tubes for rolled storage
What To Do :	Complete a Manuscript and Visual Collection Condition Report during processing.
	Complete a Conservation Request Form (CRF) for rolled formats that need to be humidified and flattened for storage, presence of tapes, large tears, etc.
	Submit requests to Conservation Department for flattening or other treatment.
	Place plans or plan groups (of 15 sheets or less) into 20 pt. plan folders no more than 15 total sheets per folder .
- or -	Roll plans and place in architectural tube for 4th floor storage.

For Conservation Use Only

Humidify rolled drawings for flat storage May paginate plan groups with pencil and disassemble as needed Place in 20 pt folders, depending upon size and weight. The folder size will correspond with the map case dimension. Store flat in a map case file

Manuscripts

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Manuscripts - General Procedures for Rehousing/Processing Storage

- What To Consider : Size of document Metal fasteners & rubber bands Fragility of document Quantity in folder Quantity of folders within a cubic foot box Final storage
- What You Need : Tape measure Legal size alkaline (buffered) folders Microspatula Polyester (Mylar) folders and L-sleeves Cubic foot box Survey database
 - What To Do :Size Letter and legal size documents are filed into legal size, alkaline (buffered)
folders for upright storage.

Metal Fasteners - Remove all metal fasteners by gently prying the ends up with a microspatula. Use small scissors to cut and remove all rubber bands or ties.

Fragility of Document -Place fragile documents within a polyester (Mylar) folder or L-sleeve: for single sheets use a polyester (Mylar) folder; for folded documents written on both sides of the sheet use an L sleeve. Polyester L sleeves contain a weld along the left and bottom edges. Place polyester (Mylar) folders within a legal size, alkaline (buffered) folder with the weld facing down.

Quantity in Folder - **No more than 25 documents per folder**. *Quantity of Folders in Cubic Foot Box* - Quantity of folders within a **cubic foot** box will vary; do not overfill. Leave 1/2" of space in each box for ease of handling.

Space – Do not underfill cubic foot boxes.



Bend paper clips open gently – do not pull them off

Pry staples open with a microspatula

Manuscripts – Final Processing & Survey

What To Consider :	Size Metal fasteners & rubber bands Manuscripts Space reserve Support boards Final storage
What You Need :	Alkaline (buffered) spacer boards Microspatula Legal size folders Document case storage box Survey database
What To Do :	Size - Letter and legal size documents are stored in legal size, alkaline (buffered) folders.
	<i>Metal Fasteners</i> - Remove all metal fasteners by gently prying the ends up with a microspatula. Use small scissors to cut and remove all rubber bands or ties. Use a folded sheet of alkaline (buffered) bond to keep gatherings together.
	<i>Fragility of Document</i> -Place fragile documents within a polyester (Mylar) folder or L-sleeve. For single sheets use a polyester (Mylar) folder; for folded documents written on both sides of the sheet use an L sleeve. Place polyester (Mylar) folders within a legal size, alkaline (buffered) folder with the weld side facing down.
	Quantity in Folder - No more than 25 documents in a folder.
	<i>Quantity of Folders in Box -</i> Will vary. Reserve space within the box for accompanying bound volumes. Do not overfill.
	Manuscript Condition Survey Database - Make specific notes about the presence of tapes or the fragility of the document. List folder numbers to aid retrieval of document by conservation department for future treatment.

Curator – Assigns treatment priority.

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Document case

Manuscript

Normal orientation in folder – use polyester (Mylar) sleeve if fragile

#### Manuscripts – Bound Volume

(to be shelved)

Procedure: Rigid boxes ( corrugated clamshell boxes) are made for most bound Mss volumes designated for shelf storage. Phase boxes were previously made, but currently only corrugated clamshell boxes are made. A BV number is assigned by the Processor. The title for the spine is determined by the processor and/or curator and included on the Conservation Request Form (CRF).

What To Consider :Bound volume<br/>Assign title for volume<br/>Assign "BV" numberWhat You Need :Conservation Request FormWhat To Do :Complete a Conservation Request Form (CRF) for each bound volume or single<br/>collection of bound volumes.<br/>Include title and BV # on request form.<br/>Indicate location of holding / storage area.



Corrugated clamshell box, custom fitted to volume

#### For Conservation Use Only

Make corrugated clamshell box. Minimum box thickness for corrugated clamshells is 1" thick. The height and width of the box will only be increased if the item is too small to sit on the shelf for fear of being lost between surrounding volumes.

Vacuum volume and place inside completed box; pad with ethafoam or corrugated board where necessary Format and print label on Mohawk Superfine 80# paper from title supplied by processor, including BV #, affix with PVA in an orientation that indicates if an item will be stored vertically or flat. Affix "FLAT" label if to be stored flat. Cut slit at head edge of inner tray for barcode slip.

Return to Reshelve Cart if barcoding is complete, if not return to Manuscript Department.

#### Manuscripts - Bound Volumes

(stored within document cases)

Procedure: The Conservation Department wraps bound Mss volumes that fit inside document cases if they are fragile or damaged. The wrapped volumes are placed by the processor inside marked folders and receive no BV number. If the volumes are small several may be placed inside one folder and Conservation will make ethafoam wells for proper support. If the volumes are large, they are placed at the back of the box and separated from folders by support boards made of alkaline (buffered) corrugated board. All volumes are to be placed SPINE DOWN in the folder as possible.

- What To Consider : Bound volume Reserve space for the thickness of the book Support boards Final storage
- What You Need :
   Conservation Request Form

   Document case storage box
- What To Do :
   Complete a Conservation Request Form for each bound volume or single collection of bound volumes to be wrapped.

   Include title(s) on request form.
   Place volumes inside folders and document case and store with remainder of collection in vault. Do not overstuff box. Leave some room as the padding will take up space.

   Submit requests to Conconnection

Submit requests to Conservation.







Four-flap wrappers (tux box) of 10-pt. folder stock for small and/or fragile volumes. Numbers indicate closing order. Small wrapped volumes are stored in ethafoam-padded folders

Place volumes SPINE DOWN

#### For Conservation Use Only

Wrap item in 10-pt. alkaline (buffered) stock. Provide ethafoam wells or support boards as necessary Ethafoam supports are affixed to folder to avoid shifting Return folders to box and vault.

### Manuscripts – Post Bound Ledgers

Procedure: Oversized ledgers which cannot be easily carried or stabilized in boxes due to weight can be disbound from posts and placed in multiple commercially made ledger sheet drop front box or corrugated clamshell boxes or placed in a double-wall corrugated clamshell box. The boards will be retained with the disbound pages unless it is decided they are not needed by Collections Librarians.

What To Consider :	Size and thickness of ledger Fragility of document
What You Need :	Conservation Request Form
What To Do :	Complete a Conservation Request Form for each post bound ledger or single collection of ledgers to be disbound and boxed. Include title(s) on request form. Indicate location of holding / storage area.

Manuscript Condition Report Form - Make specific notes about the presence of tapes or the fragility of the ledger as priority allows.

Curator - Assigns treatment priority

#### For Conservation Use Only

Remove posts - covers will be retained unless specified by Collection staff that they may be discarded. Commerically made box available in ledger sheet box 18.5 x 14.25 x 1.5 high Hollinger Metal Edge. -OR-

Construct clamshell box of an appropriate size using double thickness of materials as needed. Format and print label on Mohawk Superfine 80# paper from title supplied by processor, including BV #, affix with PVA in an orientation that indicates if an item will be stored vertically or flat. Affix "FLAT" label if to be stored flat. Cut slit at head edge of inner tray for barcode slip.

Return to Reshelve Cart if barcoding is complete, if not return to Manuscript Department.

#### Manuscripts – Single sheet

Procedure : Letter and legal size Mss are stored upright within document cases. Processors stabilize fragile materials within polyester (Mylar) L sleeves before placing items inside alkaline (buffered) folders. Polyester (Mylar) L sleeves contain a weld along the left and bottom edges. All Mss collections are surveyed for their condition as part of the Collections Condition Survey Program (CCSP). Notations are made by processors about fragile items on condition survey forms. See Manuscript Condition Survey Database.

What To Consider :	Size
	Manuscript format – single sheet
	Fragility of document
	Quantity in folder
	Quantity of folders within a box
	Final storage
What You Need :	Legal size folders
	Polyester (Mylar) L sleeves

Document case box

What To Do: Size - Letter and legal size documents are stored in legal size, alkaline (buffered) folders.

*Fragility of Document* - Place fragile documents within a Mylar L sleeve. Place Mylar sleeve within a legal size, alkaline (buffered) folder, weld side down.

Quantity in Folder - No more than 25 documents in a folder.

Manuscript Condition Survey database form

*Quantity of Folders in Box* - Will vary. Reserve space within the box for accompanying bound volumes. Do not overfill.

*Manuscript Condition Survey Database* - Make specific notes about the presence of tapes or the fragility of the documents. List folder numbers to aid retrieval of documents by Conservation Department. If folds remain in the document, and the curator has designated the collection as significant, make specific note on the survey worksheet for future reinforcement of the folds.

Curator - Assigns treatment priority







Single sheets

Store in Mylar L sleeves

Store in legal-size alkaline folders

#### Manuscripts - Folded Letters

Procedure : Letter and legal size Mss are stored upright in document cases. Processors stabilize fragile materials in polyester (Mylar) folders or L sleeves inside alkaline (buffered) folders. All Mss collections are surveyed for their condition as part of the CCSP. Notations are made by processors about fragile items on condition survey forms. See Manuscript Condition Survey Database.

What To Consider :	Size Manuscript format – folded sheet Fragility of document Quantity in folder, Quantity of folders within a box Final storage
What You Need :	Legal size folders Polyester (Mylar) folders and L sleeves Document case box Manuscript Condition Survey database form
What To Do :	Size - Letter and legal size documents are stored in legal size, alkaline (buffered) folders. If an unfolded item is larger than legal size, it will remain folded for storage.
	Fragility of Document - Place fragile, folded documents that have writing inside the folded sheet in a polyester (Mylar) folder and separate leaves of a folded

the folded sheet in a polyester (Mylar) folder and separate leaves of a folded document with a sheet of alkaline (buffered) paper. Folded sheets with writing only on the outside should be placed in L sleeves. Place polyester (Mylar) folder in a legal size, alkaline (buffered) folder.

Quantity in Folder - No more than 25 documents in a folder.

*Quantity of Folders in Box* - Quantity of folders within a box will vary. Reserve space within the box for accompanying bound volumes. Do not overfill.

Manuscript Condition Survey Database - Make specific notes about the presence of tapes or the fragility of the documents. List folder numbers to aid retrieval of documents by Conservation Department. If folds remain in the document, and the curator has designated the collection as significant, make specific note on the survey worksheet for future reinforcement of the folds.

Curator - Assigns treatment priority







Store folded, 2-sided mss. in polyester (Mylar) folders

Interleave if there is writing on the inside

Store in legal-size alkaline folders

#### Manuscripts – Oversized, Flat

(larger than 12 x 15")

What To Consider :

Procedure: Oversized Mss are placed flat inside 20" x 24" drop front alkaline (buffered) boxes or within large flat file drawers. Alkaline folders for the items are the same size as the storage container. Mss are stabilized within folders with a polyester (Mylar) pocket and are part of the Manuscript Survey.

Folder Final storage What You Need : Tape measure Folders of an appropriate size Box (or) map case drawer Manuscript Condition Survey

Size

What To Do: Size - Measure the document length and width; note dimension.

Folder & Final Storage - If the document measures less than  $20" \times 24"$  insert the document into a  $20 \times 24"$  alkaline folder and place into a  $20" \times 24"$  size box. Make sure the folder dimensions are the same size as the interior of the box.

Folder & Final Storage - If the document measures more than  $20" \times 24"$  insert the document into an appropriate size alkaline folder that will allow a margin around the document. The outer dimension of each folder should be at least 1" larger than the size of the document. Place the folder into a corresponding container (see below).

Make sure the folders are uniform in size within each container.

Folder sizes	Corresponding Container
20" x 24" wide	drop front box
30" x 42" wide	full size flat file
24" x 42"wide	trimmed flat file
15" x 38" wide	horizontal split flat file
32" x 20" wide	vertical split flat file
38" x 48" wide	medium flat file
24" x 36" wide	vertical split flat file
42" x 72" wide	mammoth flat file

For fragile items, create a polyester (Mylar) pocket to stabilize it. If it is two sided, encapsulate the item.





map case

Mylar cover attached with 3-M double-sided tape in acid free folder

Drop-front box

#### Manuscripts - Oversized with Single Fold

Procedure: Oversized Mss are placed flat inside 20" x 24" drop front alkaline (buffered) boxes or within large flat file drawers. Alkaline (buffered) folders for the items are the same size as the storage container. Mss are stabilized within folders with a polyester (Mylar) pocket and are surveyed for condition as part of the Manuscript Survey.

What To Consider :	Size Folder Final storage Manuscript Condition Survey Da	tabase
What You Need :	Tape measure Folders of an appropriate size Box (or) map drawer case	
What To Do :	Size - Measure the length and w	idth of the document; record dimension.
	<i>Folder &amp; Final Storage</i> - If the document measures <b>less than</b> 20" x 24" insert the document into a 20" x 24" alkaline (buffered) folder and place into a 20" x 24" size box. Make sure the folder dimensions are the same size as the interior of the box.	
	Folder & Final Storage - If the document measures <b>more than</b> 20" x 24" insert the document into an appropriate size alkaline folder that will allow a margin around the document. The outer dimension of each folder should be at least 1" larger than the document size. Place the folder into a corresponding container (see below).	
	Make sure the folders are unifor	m in size within each container.
	<i>Folder sizes</i> 20" x 24" wide 30" x 42" wide 24" x 42" wide 15" x 38" wide	<i>Corresponding Container</i> drop front box full size flat file trimmed flat file horizontal split flat file

	oonooponang oonanio
20" x 24" wide	drop front box
30" x 42" wide	full size flat file
24" x 42"wide	trimmed flat file
15" x 38" wide	horizontal split flat file
32" x 20" wide	vertical split flat file
38" x 48" wide	medium flat file
24" x 36" wide	vertical split flat file
42" x 72" wide	mammoth flat file

For fragile items, create a polyester (Mylar) pocket to stabilize it. If it is two sided, encapsulate the item.

Manuscript Condition Survey Database - Make specific notes about the presence of tapes or the fragility of the documents. List folder numbers to aid retrieval of documents by conservation department. If folds remain in the document, and the curator has designated the collection as significant, make specific note on the survey worksheet for future reinforcement of the folds.

Curator – Assigns treatment priority.

## **Manuscripts - Oversized with Multiple Folds**

Fragile manuscripts are placed inside acid- free folders with a polyester (Mylar) stabilizing pocket. If two sided, the manuscript is encapsulated and placed inside an appropriately sized folder until treatment can be performed. They are included as part of the Manuscript Condition Survey.

What To Consider :	Are you able to unfold the docum <b>no</b> – complete Conservation F department for humidification <b>yes</b> – size Folder	ent safely? Request form and submit to conservation and storage	
	Final storage		
What You Need :	Tape measure Folders of an appropriate size Box (or) map drawer case Manuscript Condition Survey Date	abase	
What To Do :	Size - Measure the document length and width; note dimension.		
	Folder & Final Storage - If the document measures <b>less than</b> 20" x 24" insert the document into a 20 x 24" alkaline (buffered) folder and place into a 20" x 24" size box. Make sure the folder dimensions are the same size as the interior of the box.		
	Folder & Final Storage - If the document measures <b>more than</b> 20" x 24" insert the document into an appropriate size alkaline (buffered) folder that will allow a margin around the document. The outer dimensions of each folder should be at least 1" larger than the size of the documents. Place the folder into a corresponding container (see below).		
	Make certain the folders are unif	orm in size within each container.	
	<i>Folder sizes</i> 20" x 24" wide 30" x 42" wide 24" x 42" wide 15" x 38" wide 32" x 20" wide 38" x 48" wide 24" x 36" wide 42" x 72" wide	Corresponding Container drop front box full size flat file trimmed flat file horizontal split flat file vertical split flat file medium flat file vertical split flat file mammoth flat file	
	Manuscript Condition Survey Dat of tapes or the fragility of the doc documents by conservation depa	abase - Make specific notes about the presence uments. List folder numbers to aid retrieval of rtment. If folds remain in the document, and the	

curator has designated the collection as significant, make specific note on the

Curator: Assigns treatment priority

survey worksheet for future reinforcement of the folds.

### Manuscripts - Oversized, Rolled

Procedure : Rolled manuscripts are humidified in the lab prior to final storage, and when very fragile prior to processing.

 What To Do:
 Complete a Conservation Request Form (CRF) for each manuscript or single collection of manuscript rolls.

 Request humidification and folders for storage where necessary

Place originals in designated holding area. Submit Conservation Request Form to the Conservation Department.

*Manuscript Condition Survey Database* - Make specific notes about the presence of tapes or the fragility of the documents. List location of box to aid retrieval of document by Conservation Department for required treatment.

Curator: Assigns treatment priority.



For Conservation Use Only

Humidify to relax and flatten Place in folder of appropriate size or roll on alkaline (buffered) tube with full buffered lining paper Return to Manuscript Department Manuscript - Scroll (up to 9" wide)

Procedure : To provide reasonable access, manuscript scrolls are humidified to reduce degree of curl, and stored rolled on an alkaline (buffered) tube. The tube is suspended inside a Type I alkaline (buffered) half cubic foot document case.

What to Consider :	Size Degree of curl
What to Do :	Complete a Conservation Request Form (CRF) for each scroll or single collection of manuscript scrolls. Place in designated holding area. Submit request to the conservation department
	Manuscript Condition Survey Database - Make specific notes about the presence of tapes or the fragility of the documents. List box numbers to aid retrieval of document by conservation department for future treatment.

Curator: Assigns treatment priority

tube storage in box w/ dowel

For Conservation Use Only

Humidify item to relax and flatten Cut alkaline (buffered) paper or Tyvek for full lining Cut alkaline (buffered) tube to fit within a legal or letter size Type I "No Compromise" box Prepare box w/dowel rod and support stops; cover dowel with foil backed framer's tape Place rolled scroll inside box

## **Manuscripts - Fragile**

What To Consider :

Procedure : Fragile manuscripts are placed inside polyester (Mylar) L sleeves or encapsulated to stabilize them until treatment can be performed. They are included as part of the Manuscript Condition Survey.

Fragility of document Final storage What You Need : Tape measure Polyester (Mylar) folders Ethafoam bumpers Document case Manuscript Condition Survey database

Size of document

What To Do :Size - Letter and legal size documents are filed into legal size, alkaline (buffered)<br/>folders for upright storage.

*Fragility of Document* -Place a single fragile document within a polyester (Mylar) folder. Place Mylar folders within a legal size, alkaline (buffered) folder.

*Quantity in Folder* - No more than 1 document per polyester (Mylar) folder. *Quantity of Folders in Document case* - Quantity of folders within a case will vary; do not overfill. Leave 1/2" of space in each box for ease of handling.

Space - Use ethafoam bumpers in underfilled document cases.

Manuscript Condition Survey Database - Make specific notes about the presence of tapes or the fragility of the documents. List folder numbers to aid retrieval of document by Conservation Department. If folds remain in the document, and the curator has designated the collection as significant, make specific note on the survey worksheet for future reinforcement of the folds.

Curator – Assigns treatment priority



Fragile single-sheet in a polyester (Mylar) L sleeve



Fragile folded document in a

polyester (Mylar) folder





Mylar-sleeved document in a legal-size alkaline (buffered) folder

Legal-size document case

## **Oversized Manuscripts – Fragile**

Procedure : Fragile manuscripts are placed inside alkaline (buffered) folders with a polyester (Mylar) stabilizing pocket. If two sided, the manuscript is encapsulated and placed inside an appropriately sized folder until treatment can be performed. They are included as part of the Manuscript Condition Survey.

What To Consider : Size of document Fragility of document Final storage What You Need : Tape measure Mylar folders Manuscripts Condition Survey database What To Do: Folder & Final Storage - If the document measures less than 20" x 24" insert the document into a 20 x 24" alkaline (buffered) folder and place into a 20" x 24" size box. Make sure the folder dimensions are the same size as the interior of the box. Folder & Final Storage - If the document measures more than 20" x 24" insert the document into an appropriate size alkaline (buffered) folder that will allow a margin around the document. The outer dimensions of each folder should be at least 1" larger than the size of the documents. Place the folder into a corresponding container (see below). Fragility of Document -Place a single fragile document within a polyester (Mylar) folder. Place polyester (Mylar) folders within a legal size, alkaline (buffered) folder. Quantity in Folder - No more than 1 document per folder. Several encapsulated documents may be housed within a single alkaline (buffered) folder. Space - Use ethafoam bumpers in underfilled document cases. Manuscript Condition Survey Database - Make specific notes about the presence of tapes or the fragility of the documents. List folder numbers to aid retrieval of document by Conservation Department. If folds remain in the document, and the curator has designated the collection as significant, make specific note on the survey worksheet for future reinforcement of the folds. Curator – Assigns treatment priority



Encapsulated object in a folder

Mylar-covered folders for fragile objects

## **CDs and DVDs**

Procedure: Professionally produced CDs and DVDs are stored in protective sleeves. Burned CDs and DVDs are reformatted to provide more permanance.

What to Consider:	What reformatting options exist (flash drive, hard drive, prints) If file types are readable with current devices If retaining the original disc is necessary
What You Need:	Protective sleeve Flash drive, external hard drive, or other electronic storage solution Appropriate-sized archival box Ethafoam
What to Do:	If the files need reformatting to be readable by current devices, consult with Preservation Imaging.
	If the original disc is professionally produced, retain it in a protective sleeve and store with manuscripts or DVDs as a "master copy." Consult with your supervisor as to which location is most suitable. Ensure materials are copied onto a flash drive, which is retained as a "user copy."
	If the original disc is a user-burned disc, copy onto the L drive. This is the "master copy." Also copy onto a flash drive (or external hard drive), which is retained as a "user copy."
	In some cases, it may be possible to print out the materials for permanent analog storage.
	<i>Final Storage</i> - Flash drives contating photgraphs can be kept in padded photo folders and stored with photographs in the stacks. Fill out a Conservation Request Form (CRF) to have a photo-sized flash drive folder prepared.
	External hard drives can be stored with manuscript or photo materials in appropriate-sized boxes padded with ethafoam
	DO NOT put electronic drives in cold storage.

## **Digital Files**

Prodecure: Digital image files are stored on electronic drives and/or in ContentDM. CDs and DVDs are not used for permanent digital storage, as they are extremely prone to degradation.

What to Consider:	If the images will be kept in Content DM What physical storage options are available (flash drive, hard drive, prints)
What you Need:	Flash drive, external hard drive, or other electronic storage solution Appropriate-sized archival box Ethafoam
What to Do:	Have any donated drives inspected by Information Technology prior to connecting them to IHS computers.
	Consult with your supervisor and the Dirctor of Digitization to determine whether the files will be stored in contentDM. Unless all files are put into ContentDM, a "master copy" must be made and kept on the L drive.
	Copy files onto a flash drive unless they are already on an external hard drive. Information on a donated flash drive must be transfered to an IHS flash drive, and then discarded. The IHS drive is the "user copy."
	In some cases, it may be possible to print out image files for permanent analog storage.
	<i>Final storage</i> - Flash drive containing image files can be stored in padded folders inside flip top photo boxes with other photographic materials. Fill out a Conservation Request Form (CRF) to have a photosized flash drive folder prepared.
	Hard drives soley containing image files can be stored in the photo area in appropriate-sized boxes padded with ethafoam.
	Drives with a mix of image and text files will be stored in the manuscript area.

**DO NOT** put electronic drives in cold storage.

## **Printed Collections**

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#### **Books** -Pocket Size

Procedure : Thin printed books are housed in a tux box reinforced with 60 pt board. The Registrar or Curator fills out a Conservation Request Form (CRF) for each book and submits the book and request to the Conservation Department. Attachments or related inserts are kept with the item by means of a pocket inside the wrapper provided for the book. Tipped in items that are not an internal part of the text will generally be removed at the curator's discretion, placed in a polyester (Mylar) sleeve, and kept with the item by means of a pocket inside the wrapper provided for the wrapper provided for the book.

What To Consider: Size

What To Do:Complete a Conservation Request Form (CRF) for each book<br/>Submit books and requests to the Conservation Department.

Two styles of wrappers used for small books





Custom-fitted tux box, 20 pt folder stock, showing folding order

Wrapper with padding for small books, showing folding order (tux boxes are now used instead of this style of wrapper, but are padded in a similar manner)

#### For Conservation Use Only

Measure book Wrap in 20 pt. lig-free paper to a standard quarto size (5  $\frac{3}{4}$ " x 8  $\frac{3}{4}$ " x thickness of book) Pad with ethafoam; cut a well for book to reside Return wrapped books to Printed Collections for labeling

### **Books** – Damaged

Procedure : Enclosures are provided for all printed books that are damaged, need surface protection, or are smaller than  $5 \frac{3}{4}$ " x  $8 \frac{3}{4}$ " x 1/2". Lightweight and/or lightly damaged volumes are housed in 20-point board wrappers or polyester book jackets. Large, heavy, and/or damaged volumes are housed in rigid boxes (corrugated clamshell box) for long-term storage. The Registrar or Curator fills out a Conservation Request Form (CRF) for each book and submits the book and slip to the Conservation Department. Attachments or related inserts are kept with item by means of a pocket inside the container provided for the book. Tipped in items that are not an integral part of the text will generally be removed at the curator's discretion, placed in a polyester (Mylar) sleeve and kept with the item by means of a pocket inside the container provided for the book.

What To Consider:	Size Fragility; damage to spine, cover, end cap, loose pages
What To Do:	Complete a Conservation Request Form (CRF) for each book Submit books and requests to the Conservation Department.

#### Two styles of enclosures used for damaged or fragile books



Custom fitted tux box, 20 pt folder stock, showing closing order



Corrugated clamshell box

#### For Conservation Use Only

Measure book; use minimum size of 5  $\frac{3}{4}$  x 8  $\frac{3}{4}$ " x thickness of book for books smaller than those dimensions

Wrap in polyester book jacket, 20 pt. lig-free paper, or corrugated clamshell as appropriate Pad with ethafoam; cut a well for book to reside as needed

For corrugated clamshell boxes, print out label on Mohawk superfine 80# paper and affix on spine with PVA.

Survey item and add into Book Condition Database.

### **Broadsides**

Procedure : All broadsides are surveyed as part of the Collections Condition Survey Program (CCSP) and stabilized through storage. Stabilizing techniques include placing the item inside a polyester (Mylar) pocket within an alkaline (buffered) folder of appropriate size.

- What to consider: Survey & storage
- What to do:Complete a Conservation Request Form (CRF) for each broadside<br/>Submit both to the Conservation Department for survey and appropriate storage.



Orientation for landscape-format Orientation for portrait-format Polyester (Mylar) sheet attached to folder on two edges with 3-M #415 double-stick tape

#### For Conservation Use Only

Survey the broadside; see Surveys - Broadsides Place in a 10 or 20 pt. alkaline (buffered) folder depending upon size and support requirement Stabilize item with polyester (Mylar) pocket Store flat in drop-front alkaline (buffered) box or flat file case

### Maps - Unbound

Procedure: All maps in Printed Collections are surveyed as part of the Collections Condition Survey Program (CCSP) and stabilized through storage. Stabilizing techniques include placing the item inside a polyester (Mylar) pocket within an alkaline (buffered) folder of an appropriate size.

What to Consider: Survey & Storage

What to do:

Complete a Conservation Request Form (CRF) for each map Submit both to the Conservation Department for survey and appropriate storage



Orientation for landscape format Orientation for portrait format Polyester (Mylar) sheet attached to folder on two edges with 3-M #415 double-stick tape

#### For Conservation Use Only

Survey the map; see Surveys - Maps Place within a 10 or 20 pt. alkaline (buffered) folder, depending upon size and support requirement Stabilize map with polyester (Mylar) pocket Store flat in map file case

### Maps - Bound

Procedure : All maps in Printed Collections are surveyed as part of the Collections Condition Survey Program (CCSP) and stabilized through storage. Long term storage of all bound maps is subject to curatorial review. The condition and projected use of each map may make it necessary to remove the map from its case. The curator should complete a Conservation Request Form (CRF) for each bound map with specific instructions, and submit the map and request to the Conservation Department.

What to consider: Format Condition

What to Do:

See curator of Printed Collections

For Conservation Use Only

Survey map; see Surveys - Maps Remove map from case via moisture system Stabilize map in polyester (Mylar) pocket and alkaline (buffered) folder Folder size corresponds to size of flat file case Provide storage for case and return map and case to curator

## Pamphlets – Bound

Procedure: All pamphlets are surveyed as part of the Collections Condition Survey Program (CCSP) and stabilized through storage. Catalogers send pamphlets to the Conservation Department inside pamphlet sleeves and envelopes.

What To Consider : Size
What You Need : Pamphlet envelopes; alkaline (buffered) Pamphlet insert; alkaline (buffered) Pamphlet box; alkaline (buffered) Final storage
What To Do : Size - Pamphlets go into pamphlet envelopes of the appropriate size. The size of the envelope relates to the size of the pamphlet.

*Insert* - Pamphlets are placed in thin inserts made of 10pt. folder stock, folded at the bottom, to aid in removal from the storage envelope. Place the pamphlet and insert into an appropriately sized envelope.

*Final Storage* - Place the pamphlet and envelope inside a pamphlet box of an appropriate size. Make certain the top of each envelope is positioned toward the back of the box.

Survey - Submit to the Conservation Department for Survey.



Insert pamphlet in folded insert, then in folder



Insert envelopes top (flap end) first

#### For Conservation Use Only

Survey item; see Surveys- Pamphlets Place item in insert and slide both inside pamphlet envelope Submit for reshelving
#### Pamphlets - Single Sheet Items

Procedure : Single-page pamphlets are stored supported on a sheet of 20-point alkaline (buffered) board and protected with a sheet of polyester (Mylar). They are then placed within an alkaline (buffered) pamphlet envelope of an appropriate size. Complete a Conservation Request Form (CRF) accompanied by the envelope in which the pamphlet will be stored.

- What To Consider :
   Pamphlet sheet

   Assign catalog number

   Assign title for sheet

   What You Need :
   Final storage envelope for sheet

   Catalog label on envelope that states title and number

   Conservation Request Form

   What To Do :
   Complete a Conservation Request Form (CRF) for each sheet.
- What To Do:
   Complete a Conservation Request Form (CRF) for each sheet.

   Submit cataloged sheet, storage envelope and request to the Conservation Department.



Single-sheet pamphlet in a folder made of 20-pt. board and polyester (Mylar) cover attached with 3-M #415 double-stick tape, in a folded insert, in an envelope

#### For Conservation Use Only

Cut support board Stabilize sheet in polyester (Mylar) pocket when possible Survey item Place item in insert and envelope Submit for reshelving

# **Photographic Collections**

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#### **General Processing for Photographic Materials**

Procedure : All photographs will be placed in a uniform orientation within the print sleeve or negative envelope. All sleeves should open on the left when stored in the storage container. The top of portrait-oriented prints should be toward the left when stored horizontally.



Print Marking: Notations should be written lightly in the margins with a # 2 lead pencil while the photograph is supported on a clean, hard surface.



Record minimal information on the back of original paper prints in locations as shown

To maintain a grouping of photographs **NEVER** use paperclips of any sort - use a folded sheet of pH-neutral paper to wrap around the photographs.

## Film Negatives – Panorama Copy Negatives

(under 5 feet)

Procedure : All panorama negatives less than 5 feet in length are stored inside Tyvek and polyester (Mylar) enclosures and supported inside a 20 pt. folder. The folder size provides for the size of the panorama original and corresponds to the interior dimensions of the drawer selected for final storage.

What To Consider :	Size Final storage
What You Need :	Tape measure Tyvek and polyester (Mylar) enclosure 20" x 60" 20 pt. alkaline (buffered)/lignin-free, buffered folders
What To Do :	Size – Measure the length and width of each negative; note the dimensions
	Enclosure – Place negative within a Tyvek and polyester (Mylar) enclosure.
	<i>Folder</i> – Place enclosed negative inside an alkaline (buffered)/lignin-free, buffered folder

Final Storage – See curator.



Copy negative in Tyvek and polyester (Mylar) folder within 20 pt. folder

#### Film Negatives – Panorama Copy Negatives

(over 5 feet)

Procedure : All panorama negatives over 5 feet in length are stored rolled onto 6-inch diameter alkaline (buffered) tubes. The negative is provided with a continuous liner of Tyvek cut to the width of the tube, and is secured on the outside by a wide strip of polyester (Mylar). Stored in rolled storage.

What To Do – Complete a Conservation Request Form (CRF) for each negative or single group of negatives. Request rolled storage.

Place originals in designated holding area. Submit forms to Conservation Department



Rolled storage for panoramic negatives over 5 feet (shown partly unfurled for illustrative purposes)

For Conservation Use Only

Cut 6" diameter tube to appropriate length Cut Tyvek for continuous liner Roll negative onto tube and secure with polyester (Mylar) bands and tie with woven tapes

#### **Panorama Nitrate Film**

Procedure: All nitrate film deemed significant is stored in buffered storage enclosures while awaiting digitization, ranked according to level of degradation, and digitized in Preservation Imaging (PID) as soon as possible.

 What To Consider:
 Size

 Fragility
 Evel of deterioration 1-5 see SCART webpage referenced below

 Transfer list for digitizing

SCART: Audio Visual Heritage <u>https://www.scart.be/?q=en/content/short-guide-identify-nitrate-films-and-vinegar-syndrome-degradation-audio-visual-collections</u>

What You Need: Tape measure Alkaline (buffered) tissue paper MicroChamber drop-front box

What To Do: Size - Measure length and width of each negative; note dimensions.

*Fragility* - Add 2" to the width and 9" to the length of the negative. Cut a piece of alkaline (buffered) tissue paper to size. Place negative on top of the tissue paper and roll gently.

*Temporary* Storage – Place the rolled panorama negative flat inside a MicroChamber drop-front box.





Nitrate panorama negative on alkaline (buffered) tissue

Rolled panorama negative in MicroChamber drop-front box

#### For Conservation Use Only

Humidify rolls in chamber Weight film in chamber to flatten Stabilize film in 60-pt.folder to maintain flattened shape Transport to PID for digitizing

### **Nitrate Sheet Film**

Procedure: All nitrate film deemed significant is stored in alkaline (buffered)/lignin-free storage enclosures while awaiting digitization, ranked according to level of degradation, and digitized in PID as soon as possible.

 What To Consider:
 Size

 Alkaline (buffered)/lignin-free 3-flap paper envelopes of an appropriate size

 Level of deterioration Stage 1-5
 see SCART webpage referenced below

 Transfer list of films for digitizing - see curator

SCART: Audio Visual Heritage <u>https://www.scart.be/?q=en/content/short-guide-identify-nitrate-films-and-vinegar-syndrome-degradation-audio-visual-collections</u>

 What You Need :
 Tape measure

 Alkaline (buffered)/lignin-free 3-flap paper envelopes

 MicroChamber flip-top box

What To Do: Size - Measure length & width of each negative; note dimensions.

*Envelope* – Place negatives into individual alkaline (buffered)/lignin-free 3-flap paper envelopes.

*Temporary Storage* - Place negatives in a MicroChamber box. Negatives should be loosely packed within the box for air circulation.





Nitrate negative in 3-flap paper envelope

MicroChamber flip-top box with negatives

#### For Conservation Use Only

See Nitrate Disposal Procedures for small quantity in Conservation File

### Early (Acetate) Safety Sheet Film

Procedure: All early safety (cellulose-acetate base) film is stored in seamless, alkaline (buffered)/ligninfree envelopes that have passed the Photographic Activity Test (PAT) and are housed in MicroChamber negative boxes of appropriate size in chilled storage.

Size Seamless envelopes of an appropriate size (4 x 5, 5 x 7) Final storage
Tape measure Alkaline (buffered)/lignin-free seamless 3-flap paper envelopes MicroChamber negative storage box (2 sizes)
Identify - Ensure that the ngatives are safety film and are not nitrate film. Size - Measure length & width of each negative; note dimensions. Envelope - Place negatives in individual alkaline (buffered)/lignin-free 3-flap paper envelopes that match the size of the negative.

*Final Storage* - Place negatives upright in a MicroChamber box that corresponds to the size of the negatives. Negatives should be loosely packed in the box for air circulation. Use 60-pt. board dividers between subject headings or different accessions. Insert ethafoam as a filler in partially full boxes.



Negative in 3-flap envelope

Negatives in a MicroChamber box

# **Polyester Safety Sheet Film**

What To Consider :	size envelope final storage
What You Need :	tape measure Alkaline (buffered)/lignin-free 3-flap paper negative envelopes MicroChamber flip-top box
What To Do :	Identify - Ensure that that ngatives are safety film and not nitrate film.
	Size - Measure the length & width of negative; note dimensions.
	<i>Envelope</i> - Insert negative into an appropriate size alkaline (buffered)/lignin-free 3-flap paper negative envelope. One negative per envelope.
	<i>Final Storage</i> – Place negatives upright in a MicroChamber flip-top box of an appropriate size.
	<i>Curator</i> - The curator within the context of the entire collection being processed determines final storage. Consult with curator for final storage configuration



(box, folder size.)



Safety film negative in 3-flap paper envelope

MicroChamber flip-top box with negatives

#### **Sheet Film – Curled**

(w/o film base separation)

Procedure: Curled negatives resulting from poor positioning, which are flexible and without areas of emulsion-base separation, are stored upright in MicroChamber boxes. To help offset the curl, a separation board is used between curled negatives in bundles of 5 to 7 negatives depending upon the direction or degree of curl. Group together negatives with same or similar curl. Keep negatives in sequential order. Store negatives in MicroChamber, letter-size document cases, either full- or half-width.

What to Consider:	Degree of curl
	Direction of curl
	Flexibility of negative
	Emulsion-base separation
What you need:	Size of negative
	Corrugated alkaline (buffered) separation boards
	MicroChamber document case
What to Do:	Notify Conservation Department of your need for boxes with fixed corrugated separation boards. (see below)

Upon receipt of box with fixed separation boards, Intersperse curled negatives with corrugated board every 5-7 negatives, depending upon degree of curl and direction. **DO NOT** over pack the box.



MicroChamber document case with corrugated board separators adhered to sides

#### For Conservation Use Only

Cut corrugated separation boards slightly taller than negatives, with corrugations running perpendicular to the direction of the curl

Fix corrugated separation boards to storage box by cutting these boards 5" longer than box. Separate corrugations in the overage and adhere with wheat paste or SCMC (sodiumcarboxymethylcellulose) to interior sides of document case

### Sheet Film – Curled

(inflexible with areas of film separation)

Procedure – Store inflexible curled negatives with areas of emulsion-base separation flat in MicroChamber boxes. Document their condition, consider and discuss reformatting requirements for significant items with curator of collection.

 What to consider: Degree of curl Emulsion-base separation Transfer list for reformatting
 What to do: Separate curled negatives from flat negatives Maintain sequence Interleave curled negatives with alkaline (buffered) paper cut to size of negatives Complete Conservation Request Form (CRF) for cradle storage Place in designated holding area. Submit form to Conservation Department



Cradle for curled film

For Conservation Use Only

Make cradle using 20-pt.board to secure within flat box.

#### **Oversize Film**

Procedure - All oversize film negatives will be housed in individual, MicroChamber SilverSafe folders, which are composed of both alkaline (buffered) and pH neutral layers, and stored flat in chilled storage. Final storage is determined by the curator within the context of the entire collection being processed. Please consult with curator for dimensions of box and include on Conservation Request Form (CRF).

What To Consider:	Size
	Fragility
	Final storage

What To Do:Complete a Conservation Request Form (CRF) for each negative collection.Submit form to the Conservation Department

Folder sizes	Corresponding Container
8" x 10" wide	letter document case
12" x 15" wide	OVA drop front box
16" x 20" wide	OVB drop front box
20" x 24" wide	OVC drop front box
16" x 24" wide	Banquet drop front box



Oversize negative in a 3-flap enclosure

#### For Conservation Use Only

Make oversized 3-flap envelope: MicroChamber SilverSafe for storage using templates Place enveloped negatives in pH neutral folders (one 3-flap per folder, or more?) of appropriate size for the selected storage box

# Large Format Color Transparencies

Procedure:	All color film and color prints a correspond to the size of the storage in chilled storage.	are housed in polypropylene sleeves that artifact, and in drop-front boxes for flat
What To Consider :	Size Folder Final storage	
What You Need :	Tape measure Polypropylene sleeves Folders of alkaline (buffered) p Test (PAT) MicroChamber drop-front box	aper that has passed the Photographic Activity
What To Do :	<ul> <li>Size – Measure the length and</li> <li>Folder - Place transparencies alkaline (buffered)/lignin-free p transparency.</li> <li>Final Storage - House the folde drop-front box that correspond chilled storage.</li> </ul>	width of each transparency; note dimensions. in polypropylene sleeves, then in individual paper folders that correspond to the size of the ared transparencies flat in a MicroChamber s to the size of the transparency and place in
	<i>Folder sizes</i> 8″ x 10″ wide	Corresponding Container

101001 01200
8" x 10" wide
12" x 15" wide
16" x 20" wide
20" x 24" wide
16" x 24" wide

Corresponding Container letter document case OVA drop front box OVB drop front box OVC drop front box Banquet drop front box





Transparency in sleeve within folder

Drop-front box

# **Motion Picture Film**

Procedure: Motion picture film is stored on archival cores and inside inert film canisters for flat storage on shelves in chilled storage. If placed on mobile shelving, Velcro straps hold canisters together to prevent movement. Consider transferring each film to digital.

What To Consider:	Size Final storage Transfer list for digitizing
What You Need :	Core for rolling film from StIL Desgin (purchased from Hollinger Metal Edge or Gaylord) Fire-retardant, non-corrosive polypropylene canister with air distribution ports from StIL Design (purchased from Hollinger Metal Edge or Gaylord)
What To Do :	Size - Establish size; 8mm or 16mm. <i>Roll</i> - Roll film onto cores using a rewind set. <b>See curator.</b>
	Canister - Place one core into canister.
	Final Storage - Canisters stacked on open shelves in chilled storage.

# **Roll Film**

What To Consider :	size; 35, 120 mm or other whether film is clipped	
What You Need :	Info F Film E	lap envelopes for 35mm or 120 film Bin box to store Info Flaps
	Clipp	ed?: Is the film clipped?
	Yes.	Place film in Info Flap envelopes that accommodate strips of 35mm or 120 film. For final storage, place Info Flaps inside Film Bins.
	No.	Place roll without core inside MicroChamber microfilm box
	Curato	r. The curater within the context of the entire collection being processed

*Curator-* The curator, within the context of the entire collection being processed, determines final storage. Consult with curator for final storage configuration (box, folder size).



Film in Info Flap envelopes



Unclipped roll of film in Microchamber microfilm box

#### **35mm Slides**

Procedure: Most slides are stored in rigid slide sheets. Very large collections of slides are stored in bins; bins are then placed in archival slide boxes.

- What To Consider : Slide sheet or bin storage, depending on number of slides in collection Final storage If slides are stuck to original commercial slide sheets If there is labeling information on original commercial slide sheets or plastic boxes
   What You Need : Rigid slide sheets made of inert polypropylene Neutral pH folders Slide storage bins Slide storage boxes.
   What To Do : Remove slides form comemrcial slide sheets or plastic boxes while maintaining
- What To Do :
   Remove slides form comemicial slide sheets or plastic boxes while maintaining any inherent order and separation. If there is labeling information on original slide sheets (rather than on the slides themselves) consult your supervisor first on how to proceed.

If slides are stuck to slide sheets, fill out a Conservation Request Form (CRF) for analysis and treatment.

For most collections, insert slides into new slide sheets while maintaining inherent order and separation. Store slide sheets in neutral pH folders in a fliptop box along with color and/or digital photographs. If a very large number of slides are present, place slides upright in storage bin and then place bins in slide storage box.







Slide sheet

SlideBin storage box

Slide Bin storage boxes in slide storage box

### **Glass Plate Negatives**

Procedure : All glass negatives in good condition are wrapped in four-flap negative enclosures (double scored to allow for thickness of the plate). All are placed upright in MicroChamber flip-top boxes. Glass plates 11" x 14" and larger are stored flat in custom four flap enclosures (see below) in non-adhesive boxes and separated from similar negatives by ethafoam sheets to help distribute their weight. Consider contact print and/or scan for significant images.

What To Consider :	Size Folder Final storage Consider contact print and/or scan for significant images (see curator)
What You Need :	Tape measure 4-flap neutral pH enclosures Neutral pH rag mat board spacers MicroChamber flip top box or flat-storage, non-adhesive box Cushioning material for <b>oversize</b> negatives
What To Do :	<ul> <li>Size - Measure the length and width of each print; note dimension.</li> <li>Folder - Place negatives in individual 4 flap neutral pH enclosures</li> <li>Final Storage - Negatives stored vertically will be placed on their long edges and stored in a MicroChamber flip top box. They are separated at regular intervals (every 5th negative) by pH neutral rag mat board partitions. Like sizes are stored together.</li> <li>Create a Conservation Request Form (CRF) and request customized storage for all oversized glass plate negatives</li> </ul>

#### For Conservation Use Only

Make oversized 4-flap envelope (MicroChamber SilverSafe) for each oversized glass plate negative; using lab templates

Place negatives flat inside two piece Bully boxes of an appropriate size ordered from Hollinger Metal Edge Cushion by 1/4" ethafoam

#### **Glass Plate Negatives – Cracked**

Procedure : Cracked glass plate negatives are stored horizontally in sink mats made of ethafoam and 4-ply neutral pH mat board. Consider contact prints and/or scan for significant images

What To Consider :	Size Fragility of negative Final storage Consider contact print and/or scan for significant images (see curator)
What To Do:	Complete a Conservation Request Form (CRF) for each negative or single group of negatives. Place in designated holding area. Submit form to the Conservation Department

#### For Conservation Use Only

Cut support boards of 4-ply neutral pH rag mat of an appropriate size Cut an ethafoam sheet to the size of the mat board supports Place cracked negative on ethafoam, trace and cut out a space to form a well for the glass Attach ethafoam to lower board support with 3M #415 double-faced tape Join cover support to lower support with 1 ½" gummed linen tape allowing for thickness of ethafoam Place fragments inside individual wells and store flat inside a MicroChamber drop front box of appropriate size.

## **Glass Plate Negatives – Broken; no fragments**

(retaining three sides at least 2" in length)

**Procedure :** Small format negatives with a missing corner, i.e. retaining three sides at least 2" in length, shall be stored standing upright, on the long edge, in glass plate negative flip-top storage boxes. Place each inside four-flap seamless negative envelopes (double scored) with emulsion side facing down. 2-ply neutral pH rag mat board is used within the envelope to support the missing corner. Consider contact print and/or scan for significant images.

What To Consider :	Size
	Fragility of negative
	Final storage
	Consider contact print and/or scan for significant images (see curator)
What You Need:	Scored 4-flap glass plate negative envelopes of appropriate size
	Neutral pH 2-ply rag mat board cut to size of envelope to provide full support
What To Do:	Label envelope before placing item inside
	Place negative emulsion side down on 2-ply board support
	Place negative and board in 4-flap envelope
	Note placement of crack or loss on exterior of envelope

P178



### **Glass Plate Negatives – Fragmented**

Procedure: Negatives that are fragmented or have large areas missing are supported with mat board, provided with ethafoam wells, and stored flat. Consider contact print and/or scan for significant images

Size Fragility of negative Final storage Consider contact print or scan for significant images (see curator)
Complete a Conservation Request Form (CRF) for each or single group of negatives. Place in designated holding area Submit form to the Conservation Department

#### For Conservation Use Only

Cut neutral pH 4-ply rag mat support boards of an appropriate size Cut an ethafoam sheet to the size of the mat board supports Place fragments on ethafoam and trace to form individual wells Attach ethafoam to lower support board with 3M #415 double-faced tape Join cover support to lower support with 1 ½" gummed linen tape allowing for thickness of ethafoam Place fragments inside individual wells emulsion side down and store flat inside a MicroChamber drop front box of appropriate size

## **Glass Plate Negatives – Lifting Emulsion**

Procedure: NEVER attempt to dust the emulsion side of a glass plate with lifting emulsion. Lifting emulsion layers (flaps) are stabilized by placing a sheet of glass the size of the negative carefully on top of the emulsion and securing the sheet of glass with an appropriate tape. See curator, and complete a Conservation Request Form (CRF) for this work. Consider contact print and/or scan for significant images.

What To Consider:	Size Fragility of negative emulsion Final storage Consider contact print and/or scan for significant images
What To Do:	Glass plates that exhibit problems with minor flaking, such as a few small edge losses or losses near chips, should be housed in the standard four-flap envelope. The envelope should be labeled on the exterior: "CAUTION: FLAKING EDGES. HANDLE WITH CARE" (National Park Service)
	Complete a Conservation Request Form (CRF) for each negative or single group of negatives.
	Place in designated holding area. Submit form to the Conservation Department

#### For Conservation Use Only

Cut clear cover glass to the size of negative Wash cover glass, rinse with ethanol, and allow to dry thoroughly Place 4 mil polyester (Mylar) beneath negative, glass side Top negative with cleaned cover glass, emulsion side Tape on all sides using Filmoplast P90 Label "Flaking glass plate" Use digital copy Notify curator regarding need for copy work

### **Lantern Slides**

Procedure: Lantern slides are placed in 3-flap negative enclosures and stored vertically in a box that accommodates the format or size of the lantern slide.

What To Consider:Size<br/>Folder<br/>Final storageWhat You Need :Tape measure<br/>3-flap neutral pH enclosures<br/>Acid free mat board spacers<br/>pH neutral flip top boxWhat To Do :Size - Measure the length and width of each slide; note dimension.<br/>Folder - Place slides in individual 3-flap neutral pH enclosures.<br/>Final Storage - Slides will be placed vertically on their long edges within a neutral<br/>pH flip top box.

Spacers - The slides will be separated at regular intervals (every 5th slide) by alkaline (buffered) mat board spacers. Like sizes are stored together.



## Lantern Slides – Cracked

Procedure: Cracked lantern slides are supported between glass and taped about the perimeter by the Conservation Staff. The stabilized lantern slide is stored with the remainder of the collection.

What To Consider :	Size Fragility of negative Final storage
What To Do:	Complete a Conservation Request Form (CRF) for each negative or single group of negatives.
	Place in designated holding area. Submit CRF to the Conservation Department.

For Conservation Use Only

Cut replacement glass cover or support Sandwich lantern slide between glass supports Secure sandwich with clamps Apply Filmoplast P90 paper tape around the edges using the Eastman technique

### Lantern Slides – Broken

Procedure: Broken lantern slides can be stabilized temporarily by sandwiching in between glass by the Conservation Staff. Reformatting the image may be considered by the curator.

What To Consider :	Size Fragility of negative Final storage
What To Do:	Complete a Conservation Request Form (CRF) for each negative or single group of negatives.
	Place in designated holding area Submit CRF to the Conservation Department

For Conservation Use Only

Cut replacement glass cover or support Sandwich lantern slide between glass supports Secure sandwich with clamps Apply Filmoplast P90 paper tape around the edges using the Eastman technique

# **Stereograph Slides**

Procedure: Stereographic slides are placed in 3 flap negative enclosures and stored vertically in a box that accommodates the format or size of the lantern slide.

What To Consider :	Size Folder Final storage
What You Need :	Tape measure 3-flap pH neutral enclosure Alkaline (buffered) mat board spacers pH neutral flip top box
What To Do :	Size - Measure the length and width of each slide; note dimension.
	Folder - Place slides in individual 3 flap pH neutral enclosures.
	<i>Final Storage</i> - Slides will be placed vertically on their long edges within a pH neutral flip top box.
	<i>Spacers</i> - The slides will be separated at regular intervals (every 5th slide) by alkaline (buffered) mat board partitions. Like sizes are stored together.

# Photographic Prints - Mounted, Warped

Procedure: All oversized photographs that have a warped support are stored flat and may require a cradle to stabilize.

What To Consider :	Degree of warp Brittleness of support
What to Do:	Print requires a cradle if the center or any edge bows out of plane; especially if the mount is very brittle. Complete a Conservation Request Form (CRF) for each print Submit the print and form to the Conservation Department
Final Storage:	Final storage is determined by the curator within the context of the entire collection being processed. Consult with curator for final storage configuration. Include box size on request slip.



#### For Conservation Use Only

Note size of box indicted on slip Measure degree of warp Cut corrugated alkaline (buffered) blue board(s) to required depth for cradle construction Trace item on corrugated alkaline (buffered) blue board(s) and cut area for well. Place in box indicated on slip for final storage

## **Photographic Prints – Oversized Prints**

Procedure: Polypropylene is used to sleeve prints in storage because it is flexible, allows air-flow, and is less expensive than polyester (Mylar) film. Polyester (Mylar) sleeves are not used because they tend to stick to emulsion layers during a rise in relative humidity levels (RH).

What To Consider :	Size Final storage
What You Need :	Tape measure Polypropylene sleeves Alkaline (buffered) mat board or corrugated alkaline blue board spacers pH neutral folders of an appropriate size MicroChamber drop-front box of appropriate size
What To Do :	Size - Measure the length and width of each print; note dimension. Sleeve - Place print into a corresponding sleeve size.
	Folder & Final Storage - Anything larger than 8" x 10" will be stored flat. Place print into a pH neutral folder. If the print measures less than 20" insert the print into a 16 x 20" pH neutral folder and place into a 16 x 20" size box. Make sure the folder dimension is the same size as the interior of the box.
	If the print measures more than 20" insert the print into an appropriate size neutral pH folder which will allow a margin around the print. Place the folder into a corresponding container (see below). Make sure the folders are uniform in size within each container.

Folder sizes	Corresponding Container
20" x 24" wide	drop front box
30" x 42" wide	full size flat file
24" x 42"wide	trimmed flat file
15" x 38" wide	horizontal split flat file
32" x 20" wide	vertical split flat file
38" x 48" wide	medium flat file
24" x 36" wide	vertical split flat file
42" x 72" wide	mammoth flat file

The outer dimension of each folder should be at least 1 inch larger than the size of the print.



## Photographic Prints - Oversized Prints, Mounted

Procedure: Polypropylene is used to sleeve prints in storage because it is flexible, allows air-flow, and is less expensive than polyester (Mylar) film. Polyester (Mylar) sleeves are not used because they tend to stick to emulsion layers during a rise in relative humidity levels (RH). 2-ply sleeve inserts are included to provide support for the brittle mounts.

What To Consider :	Size Final storage
What You Need :	Tape measure Polypropylene sleeves pH neutral 2 ply mat board insert, cut to inner dimensions of sleeve Alkaline (buffered) mat board or corrugated alkaline blue board spacers pH neutral folders of an appropriate size
	MicroChamber drop-front box of appropriate size
What To Do :	Size - Measure the length and width of each print; note dimension. Sleeve - Place print into a corresponding sleeve size. Sleeve Insert - Insert pH neutral 2 ply mat board cut to the corresponding sleeve size.
	<i>Folder &amp; Final Storage</i> - Anything larger than 8" x 10" will be stored flat. Place print into a pH neutral folder. If the print measures less than 20" insert the print into a 16 x 20" pH neutral folder and place into a 16 x 20" size box. Make sure the folder dimension is the same size as the interior of the box.
	If the print measures more than 20" insert the print into an appropriate size neutral pH folder which will allow a margin around the print. Place the folder into a corresponding container (see below). Make sure the folders are uniform in size

The outer dimension of each folder should be at least 1 inch larger than the size of the print.



within each container.

5.27

## **Photographic Prints – Standard Size Prints**

Procedure: Polypropylene sleeves are used to sleeve prints in storage. This is especially important for digital prints, which are extremely vulnerable to abrasion. Mylar (polyester) is not used because it may tend to stick to emulsion layers during a rise in relative humidity levels (RH). All color, color process black and white, and digital prints are kept in cold storage.

What To Consider :	Size How to mark with identifying information If the print should be stored in the regular stacks or in cold storage
What You Need:	Polypropylene sleeve Flip top neutral pH box of appropriate size Neutral pH folders Neutral pH paper Ethafoam bumpers
What To Do :	Measure the prints. Anthing over 8" x 10" is considered oversize; see storage instructions for oversize prints (5.26).
	If paper print allows for marking on the back, identifying informaiton may be written gently in pencil on the back of the print at its edge. If not, any informatior may be written in pencil on neutral pH paper of appropriate size, which is then inserted into the sleeve behind the print.
	If photographs are stuck together, do not try to peel them apart. Fill out a Conservation Request Form (CRF) and submit them to Conservation for analysis and treatment.
	Final Storage - Prints will be sleeved and placed on their long edges in a neutral

Final Storage - Prints will be sleeved and placed on their long edges in a neutral pH folder inside a flip top box. Folder-sized paper interleaving or mat boards may be used to keep prints in order within a folder if smaller prints are present.

Traditional black and white prints are stored in the regular stacks. All color, color process black and white, and digital prints are kept in cold storage.







MicroChamber flip-top box with prints

## Photographic Prints -Standard Size Mounted Prints

Procedure: Polypropylene sleeves are used to sleeve mounted prints in storage. Mylar is not used because it may tend to stick to emulsion layers during a rise in relative humidity levels (RH).

What To Consider :	Size How to mark with identifying information If the print should be stored in the regular stacks or in cold storage
What You Need:	Polypropylene sleeves Flip top neutral pH box of appropriate size Neutral pH folders Neutral pH paper Ethafoam bumpers
What To Do :	Measure the prints. Anything over 8" x 10" is considered oversize; see storage instructions for oversize prints.
	If the mount is blank on the back, identifying information may be gently written in pencil on the back at the edge. However, many mounted prints (such as cabinet cards) have studio information on the back. Any necessary, additional information for these may be written in pencil on a small slip of neutral pH paper, which is then inserted into the sleeve behind the print.
	Prints will be sleeved and placed on their long edges in a neutral pH folder inside a flip top box. Folder-sized paper interleaving or mat boards may be used to keep prints in order within a folder if smaller prints are present.

Traditional black and white prints are stored in the regular stacks. All color, color process black and white, and digital prints are kept in cold storage.

polypropylene sleeve folder prínt

Print in sleeve within folder



MicroChamber flip-top box with prints

# Photographic Prints -Curled or Rolled

What To Consider :	Size Degree of curl pH neutral mat board sleeve insert Final storage
What You Need :	Polypropylene sleeve pH neutral folders of an appropriate size pH neutral 2 ply mat board insert, cut to inner dimensions of sleeve MicroChamber pH neutral flip top box or document case Alkaline (buffered) mat board or alkaline (buffered) corrugated board spacers pH neutral folder (when needed)
What To Do :	Size - Measure the length & width of each print; note the dimension.
	Degree of Curl - If print unrolls, yet still retains a significant curl, see conservator and create a Conservation Request Form (CRF).
	Sleeve Insert - Insert pH neutral 2 ply mat board cut to the corresponding sleeve size.
	<i>Folder</i> - With a pencil, first mark neutral pH folder with appropriate information and then place sleeved photos within a folder (when necessary).
	<i>Final Storage</i> - Place in a neutral pH folder with other flat prints. Store in a pH neutral MicroChamber flip top box of an appropriate size. If space remains within the box, fill the space with ethafoam spacers to support the contents.
	If several sizes of prints need to be stored in a particular order within a single box, an alkaline (buffered) mat board or alkaline (buffered) corrugated board divider should be used to separate the variety of sizes.





Curled print in sleeve with mat backing board within folder

MicroChamber flip-top box with prints

# Photographic Prints –Unusual Format

What To Consider :	Size Sleeve Final storage
What You Need :	Tape measure Polypropylene sleeves MicroChamber neutral pH flip top box Ethoafoam sdpacers as bumpers Neutral pH folders (when needed)
What To Do :	Size - Measure the length and width of each print; note dimension. Sleeve - Provide support using a polypropylene sleeve the size and shape of the odd format.
	<i>Folder</i> - With a pencil, first mark neutral pH folder with appropriate information and then place sleeved photos within a folder (when necessary).
	Final Storage - Storage will be flat or vertical depending on the size. Anything larger than $8" \times 10"$ should be stored flat; see curator.
	Anything <b>smaller than</b> 8" x 10" should go into the next corresponding MicroChamber flip top neutral pH box. (example: photograph size is 8 x 7", use 9 x 7" flip top box). If space remains within the box, fill the space with Ethoafoam bumpers to support the contents.

# Photographic Prints – Stereographic Cards

Procedure: Stereographic cards are sleeved in polypropylene sleeves that are sized to fit the format and stored upright in boxes.

What To Consider :	Size Curl Sleeve Final storage
What You Need :	Polypropylene sleeve MicroChamber pH neutral stereograph box Ethafoam bumpers
What To Do :	Size - All stereographs vary in size. Measure the length & width of each print; note dimension.
	Sleeve - Stereographs may have a curl in the mount as a result of manufacturing. Place the print into an appropriate size soft polypropylene sleeve.
	<i>Final Storage</i> - Store sleeved prints upright in a MicroChamber neutral pH stereograph box. If space remains within the box, fill the space with Ethofoam bumpers to support the contents.

Illustration needed

# **Photographic Prints - Polaroid Instant Prints**

Procedure: Polaroids are stored flat in a  $4" \times 5"$  negative box with interleaving.

What To Consider:	Containment of chemicals
What You Need:	4" x 5" neutral pH flip top box Neutral pH paper
What To Do:	Photograph may require treatment or even disposal if chemicals have leaked from inside the print or if surface has become sticky. Complete a Conservation Request Form (CRF) for prints needing analysis or treatment, and submit print to Conservation Department.
	Polaroids (whether color or black and white) will be placed vertically on their long edge in a neutral pH flip top box with neutral pH paper interleaving in front of each print. The box will be housed horizontally on its back in cold storage. Partial boxes will be used for collections with very limited numbers of Polaroid prints.
	DO NOT use print protector (polyethelyene) sleeves for Polaroids.

Need illustration

## Photograph – Albums

Procedure: The pages of each photograph album are interleaved with neutral pH paper if binding method permits. All photograph albums are surveyed for condition and stored flat due to the varying nature of the materials and methods of attachment. A MicroChamber SilverSafe drop-front box is provided for storage and use, allowing use of the book without removing it from the box. Corrugated clamshell boxes built to the standard album sizes below are also made as needed. Labels printed on 80# Mohawk paper are glued to the spines of the boxes with PVA.

What To Consider :	See curator regarding survey and title information for box Size Interleave pages Final storage
What You Need :	Conservation Request Form (CRF) Tape measure Neutral pH paper
What To Do :	<i>Curator</i> - Consult with Conservation Department regarding the importance of the piece and storage.
	Size - Measure the height, width and depth of the album and record the dimensions.
	<i>Neutral pH Paper</i> – Obtain interleaving sheets from Conservation Department – submit size and quantity required to interleave entire album. After receiving the neutral pH paper interleave the album pages. Paginate the leaves appropriately.
	<i>Complete a Conservation Request Form (CRF)</i> with title information for each album for a box. Place album in designated holding area or vault.
	<i>Final Storage</i> - Submit Conservation Request Form (CRF) and the album to Conservation Department requesting the album be provided with a box.
	Photograph Album box sizes (1½" or 3" depth for each size below)
	<pre>PAA 8 1/2" x 10 1/2" PAB 10 1/2" x 12 1/2" PAC 14" x 16" PAD 16" x 20"</pre>

#### For Conservation Use Only

Survey the condition of the album Examine and cut number of sheets for interleaving process Provide a MicroChamber SilverSafe drop-front box for flat storage on shelf. Fill voids in box with crumpled MicroChamber interleaving paper. Return to collection

### **Cased Images**

Procedure: All cased images are submitted for survey of their condition as part of the Collections Condition Survey Program (CCSP). Seals on the reverse are examined and kept intact if the glass shows no signs of deterioration. If seals are broken, the glass is replaced and condition information recorded. The assembly is sealed with Filmoplast P90 tape using the Eastman method and reinserted into the existing case. Cased tintypes are stored under Cased Images, not Tintypes.

What To Consider :	See curator
What You Need :	Conservation Request Form (CRF)
What To Do :	Complete a Conservation Request Form (CRF) for each image or single group of images. Place in designated holding area. Submit form to the Conservation Department

#### For Conservation Use Only

Inspect condition of original seal. If it is unbroken, consider leaving it intact. Complete condition survey – See Cased Image Survey Replace glass and seal image package with Filmoplast P90 tape with Eastman method Reinsert image, existing mat and preserver into case. Place inside a MicroChamber 4-flap cased image box, pad inside box with alkaline (buffered) tissue, put 4flap boxes in a 4" x 5" MicroChamber box with telescoping lid, and return to curator.
### Photographs – Tintypes, Loose

Procedure: All loose tintypes are placed in a polypropylene sleeve that closely matches the format size of the original. A support board of 4-ply neutral pH mat board is used to fill out sleeve to help avoid any impact that would bend the soft metal support. Depending upon value or significance, a sink mat can be made by the Conservation staff. Cased tintypes are stored under Cased Images, not Tintypes.

What To Consider :	Size or format
What you need:	Polypropylene sleeve
	4-ply neutral pH mat board cut to size of sleeve
What to do:	Place tintype in sleeve
	Slide mat board in back of loose tintype
	-or-
	Complete a Conservation Request Form (CRF) for each image or single group of images.

Place in designated holding area. Submit form to the Conservation Department

For Conservation Use Only

Measure Tintype

Make sink mount out of neutral pH mat boards with Mylar stationary insert.

Make the outer dimension correspond to the next standard size sleeve.

Store upright in appropriate size neutral pH flip top box. Use bumpers to fill void in box if necessary.

A loose tintype enclosure model is available; stored in Conservation with the cased image project supplies

# Photographs – Tintypes, Mounted

Procedure - Tintypes with an original full paper overlay will be stored inside a soft polypropylene sleeve with a 2-ply neutral pH support cut to the size of the envelope. Copy all information on the reverse of the original and include copy in the back of the sleeve.

What To Consider :	Stability of mount Stability of emulsion layer	
	Unstable – Complete a Conservation Request Form (CRF) and submit images to conservation. Stable - Follow instructions below.	
What You Need :	Polypropylene envelope Neutral pH 2-ply mat insert	
What To Do :	Sleeve - Place mounted tintype into a sleeve of a corresponding size.	
	Insert - Insert a pH neutral 2-ply mat board cut to the size of the sleeve.	
	<i>Final Storage</i> - Final storage is determined by the curator within the context of the entire collection being processed. Consult with curator for final storage configuration.	

# Videotapes

Procedure: All videotapes will be stored in a protective sleeve to retard damage from abrasion and dust.

What To Do: See curator to consider reformatting.

# **CDs and DVDs**

Procedure: Professionally produced CDs and DVDs are stored in protective sleeves. Burned CDs and DVDs are reformatted to provide more permanance.

What to Consider:	What reformatting options exist (flash drive, hard drive, prints) If file types are readable with current devices If retaining the original disc is necessary
What You Need:	Protective sleeve Flash drive, external hard drive, or other electronic storage solution Appropriate-sized archival box Ethafoam
What to Do:	If the files need reformatting to be readable by current devices, consult with Preservation Imaging.
	If the original disc is professionally produced, retain it in a protective sleeve and store with manuscripts or DVDs as a "master copy." Consult with your supervisor as to which location is most suitable. Ensure materials are copied onto a flash drive, which is retained as a "user copy."
	If the original disc is a user-burned disc, copy onto the L drive. This is the "master copy." Also copy onto a flash drive (or external hard drive), which is retained as a "user copy."
	In some cases, it may be possible to print out the materials for permanent analog storage.
	<i>Final Storage</i> - Flash drives containing photgraphs can be kept in padded photo folders and stored with photographs in the stacks. Fill out a Conservation Request Form (CRF) to have a photo-sized flash drive folder prepared.
	External hard drives can be stored with manuscript or photo materials in appropriate-sized boxes padded with ethafoam
	DO NOT put electronic drives in cold storage.

# **Digital Files**

Procedure: Digital image files are stored on electronic drives and/or in ContentDM. CDs and DVDs are not used for permanent digital storage, as they are extremely prone to degradation.

What to Consider:	If the images will be kept in Content DM What physical storage options are available (flash drive, hard drive, prints)
What you Need:	Flash drive, external hard drive, or other electronic storage solution Appropriate-sized archival box Ethafoam
What to Do:	Have any donated drives inspected by Information Technology prior to connecting them to IHS computers.
	Consult with your supervisor and the Dirctor of Digitization to determine whether the files will be stored in contentDM. Unless all files are put into ContentDM, a "master copy" must be made and kept on the L drive.
	Copy files onto a flash drive unless they are already on an external hard drive. Information on a donated flash drive must be transferred to an IHS flash drive, and then discarded. The IHS drive is the "user copy."
	In some cases, it may be possible to print out image files for permanent analog storage.
	<i>Final storage</i> - Flash drive containing image files can be stored in padded folders inside flip top photo boxes with other photographic materials. Fill out a Conservation Request Form (CRF) to have a photo-sized flash drive folder prepared.
	Hard drives soley containing image files can be stored in the photo area in appropriate-sized boxes padded with ethafoam.
	Drives with a mix of image and text files will be stored in the manuscript area.
	DO NOT put electronic drives in cold storage.

# Audio/Visual

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# **Motion Picture Film**

Procedure: Motion picture film is stored on archival cores and inside inert film canisters for flat storage on shelves in chilled storage. If placed on mobile shelving, Velcro straps hold canisters together to prevent movement. Consider transferring each film to digital.

What To Consider:	Size Final storage Transfer list for digitizing
What You Need :	Core for rolling film from StIL Design Fire-retardant, non-corrosive polypropylene canister with air distribution ports from StIL Design
What To Do :	Size - Establish size; 8mm or 16mm. Roll - Roll film onto cores using a rewind set. <b>See curator.</b> Canister - Place one core into canister. Final Storage - Canisters stacked on open shelves in chilled storage.

# **Phonograph Records**

Procedure:

What to Consider:

## Audiotape - Open Reel

Procedure: All open reel (also known as reel-to-reel) tapes are surveyed as part of the Collections Condition Survey Program (CCSP) and stabilized through storage. Stabilizing techniques include storing the tapes on edge in their original box, alkaline (buffered) box, or padded manuscript folder. Final storage is determined by the curator within the context of the entire collection being processed.

What to Consider:

What to Do:Complete a Conservation Request Form (CRF) for each tape or collection of<br/>tapes.<br/>Request a condition survey and appropriate storage.<br/>Place items in designated holding area.

#### For Conservation Use Only

Survey the tape(s); see Surveys - Audio/Visual Provide the appropriate storage - open reel tapes should be stored on edge in original box or archival box, or in a padded folder in manusctript box.

## Audiotape - Cassette or Cartridge

Procedure: All cassette (or cartridge) tapes are surveyed as part of the Collections Condition Survey Program (CCSP) and stabilized through storage. Stabilizing techniques include storing the tapes on edge in their original box, alkaline (buffered) box, or padded manuscript folder. Final storage is determined by the curator within the context of the entire collection being processed.

What to Consider:

 What to Do:
 Complete a Conservation Request Form (CRF) for each tape or collection of tapes.

 Request a condition survey and appropriate storage.
 Place items in designated holding area.

For Conservation Use Only

Survey the tape(s); see Surveys - Audio/Visual Provide the appropriate storage - cassette tapes should be stored on edge in original box or archival box, or in a padded folder in manusctript box.

## Videotape - Open Reel

Procedure: All open reel videotapes are surveyed as part of the Collections Condition Survey Program (CCSP) and stabilized through storage. Stabilizing techniques include storing the tapes on edge in their original box, alkaline (buffered) box, or padded manuscript folder. Final storage is determined by the curator within the context of the entire collection being processed.

What to Consider:

What to Do:Complete a Conservation Request Form (CRF) for each tape or collection of<br/>tapes.<br/>Request a condition survey and appropriate storage.<br/>Place items in designated holding area.

## Videotape - Cassette or cartridge

Procedure: All videotapes are surveyed as part of the Collections Condition Survey Program (CCSP) and stabilized through storage. Stabilizing techniques include storing the tapes on edge in their original box, alkaline (buffered) box, or padded manuscript folder. Final storage is determined by the curator within the context of the entire collection being processed.

What to Consider:

 What to Do:
 Complete a Conservation Request Form (CRF) for each tape or collection of tapes.

 Request a condition survey and appropriate storage.
 Place items in designated holding area.

recieve VHS number protective sleeve? how are they stored now?

# **Optical Media - CDs and DVDs**

Procedure: Professionally produced CDs and DVDs are stored in protective sleeves. Burned CDs and DVDs are reformatted to provide more permanance.

What to Consider:	What reformatting options exist (flash drive, hard drive, prints) If file types are readable with current devices If retaining the original disc is necessary
What You Need:	Protective sleeve Flash drive, external hard drive, or other electronic storage solution Appropriate-sized archival box Ethafoam
What to Do:	If the files need reformatting to be readable by current devices, consult with Preservation Imaging.
	If the original disc is professionally produced, retain it in a protective sleeve and store with manuscripts or DVDs as a "master copy." Consult with your supervisor as to which location is most suitable. Ensure materials are copied onto a flash drive, which is retained as a "user copy."
	If the original disc is a user-burned disc, copy onto the L drive. This is the "master copy." Also copy onto a flash drive (or external hard drive), which is retained as a "user copy."
	In some cases, it may be possible to print out the materials for permanent analog storage.
	<i>Final Storage</i> - Flash drives containing photographs can be kept in padded photo folders and stored with photographs in the stacks. Fill out a Conservation Request Form (CRF) to have a photo-sized flash drive folder prepared.
	External hard drives can be stored with manuscript or photo materials in appropriate-sized boxes padded with ethafoam
	DO NOT put electronic drives in cold storage.

# **Digital Files**

Procedure: Digital image files are stored on electronic drives and/or in ContentDM. CDs and DVDs are not used for permanent digital storage, as they are extremely prone to degradation.

What to Consider:	If the images will be kept in Content DM What physical storage options are available (flash drive, hard drive, prints)
What you Need:	Flash drive, external hard drive, or other electronic storage solution Appropriate-sized archival box Ethafoam
What to Do:	Have any donated drives inspected by Information Technology prior to connecting them to IHS computers.
	Consult with your supervisor and the Dirctor of Digitization to determine whether the files will be stored in contentDM. Unless all files are put into ContentDM, a "master copy" must be made and kept on the L drive.
	Copy files onto a flash drive unless they are already on an external hard drive. Information on a donated flash drive must be transferred to an IHS flash drive, and then discarded. The IHS drive is the "user copy."
	In some cases, it may be possible to print out image files for permanent analog storage.
	<i>Final storage</i> - Flash drive containing image files can be stored in padded folders inside flip top photo boxes with other photographic materials. Fill out a Conservation Request Form (CRF) to have a photosized flash drive folder prepared.
	Hard drives soley containing image files can be stored in the photo area in appropriate-sized boxes padded with ethafoam.
	Drives with a mix of image and text files will be stored in the manuscript area.

**DO NOT** put electronic drives in cold storage.

# Appendix

Conservation Request Form and Database	7.2
Conservation Request Form Procedures	7.3
Folder Sizes	7.4
Storage by Department	7.5

# **Conservation Request Form Database**

Purpose :	To inform the Conservation Department of materials that require stabilizing measures or treatments. It provides time to schedule projects and record the work performed.
When To Use :	Complete <b>ONE</b> request for each item or collection of like items that require conservation attention.
Completing The Form :	Complete the upper two sections of the form.
Completed Item & Slip :	Store the items and printed versions of the forms in the Processing Area and inform the Conservation Department via e-mail messaging or leave a printed copy of the form in Director of Conservation box.
Return of Item :	After the work has been completed the item will be returned by the Conservation staff and the database updated with relevant treatment information.

### **Conservation Request Form Procedures**

The Conservation Request Form (CRF) and database are used to submit requests for treatment to the Conservation Lab staff. Single items or discrete groups of materials that require specialized attention in order to handle, or that require specialized storage in order to stabilize the items for patron use are listed on the form. As the form is reviewed by Conservation staff, the processor may be contacted about the item(s) for further discussion or where comprehensive treatment is recommended. In the case where items are surveyed by Conservation staff, items are prioritized for appropriate treatment.

#### Cataloged items

If the item is cataloged, it must be checked out to Conservation from the collection in the online catalog. When treatment is completed, the item will be checked back into the collection.

The form is divided into two main sections; the first two sections are completed by curatorial staff, and the other sections of the form are completed by Conservation staff. Below is a list of fields on the form, with their descriptive instructions. Several entries must be completed by using a drop-down menu. The selections will help search and report procedures.

First part of form	(completed by curatorial staff)
FORM NUMBER	Auto number assigned to request
NOTIFICATION DATE	Date department is notified about item via form and e-mail
NOTIFIED BY	First initial and last name of person
NOTIFIED BY DEPT	Which department submitted request
ASSIGNED	This field is normally completed by Conservation
CATALOGED ?	Check the box if there is an online catalog record
Second Part of form -	About the Materials Needing Treatment
ACCESSION #	Accession number
ID#	Collection number or LC call number. Use spacing conventions as in the online catalog.
COLLECTION HOME	MSS, PC, VC, or ART(ifact)
ITEM	See drop-down list on form and definitions on attached sheet
QUANTITY	number of items submitted on this form. Enter numeric values only.
DESCRIPTION	First enter the collection title (for MSS and VC) or title (for PC), THEN
	describe item(s) as needed, and enter item numbers (e.g., b.1, f.9)
HOLDING AREA	Where item will be held; Processing or 3 rd floor vault location
BV OR ALBUM TITLE	Enter detailed title information to be added to a spine label for BVs or
INFORMATION	Albums as Conservation makes these and affixes them to the boxes
	before returning to Collections
SIZE DESIGNATION	Size of folder or container needed for final location
	About the Housing or Treatment Needed
CHECK BOXES	Check the boxes for the work you are requesting: Enclosure, Scan,
	Exhibit, Survey, Treatment
VALUE AND USE RATINGS	Assign value and use ratings
TREATMENT REQUEST NOTES	Enter a description of the work being requested, if needed.

About the treatment performed (completed by conservation staff)
Date item enters lab
When the work was completed
When item was returned to the Collection or Processing area
Treatment number (when comprehensive treatment is required)
Who completed the work
Abbreviated list of treatments completed by Conservation Department
If checked, a detailed treatment report and photographic treatment
documentation is on file (since 2010 on the L: drive) and has been
linked to the CRF record as a PDF document via the box below the
Treatment Images? checkbox.
These fields are populated automatically as records are added or updated

A drop down list is displayed when the cursor is placed in the **item** entry. To properly fill out the entry so it may be searched in the database, please refer to the attached vocabulary list. The first list contains words to enter on the form to describe the items listed in the second column; most are straightforward but some are unique to our library system.

Example: A diary will be entered on the form as a **BV** A land grant will be entered on the form as a **Certificate** A tintype in a case will be entered as a **Cased Image** 

#### To Print Form

Under **file** at the top of the database form, scroll down to **print**. The printer options form will come up on the screen. Under **print range** make sure to choose **Selected Record(s)**. The printer will print only the form on your screen. If you forget to select this, all the records in the database will be printed!

Once a form has been completed and printed for each request, the material and a copy of the form is placed in a holding area. This area is designated by the curator, whether inside the Processing area or its rightful place in the stacks.

#### Entry into Lab and treatment

Conservation staff fills out the date the item enters the lab. If the treatment is judged to be comprehensive and required immediately, a Conservation # is assigned and entered on the Access request slip. Treatment procedures for all manner of examination, housings, and treatment will be outlined in the space titled treatment outline or in a more detailed treatment report linked to the item record.

When treatment has been completed, Conservation staff will return the items to Collections. Sometimes further discussion is needed with curatorial staff or items are returned directly to the staff person who created the Conservation Request Form.

#### Vocabulary to use for "item" column in the request form

The "collection" column refers to the collection where the item resides. MSS for Manuscripts and Archives, VC for Visual Collections, PC for Printed Collections and in the case of artifacts, ART.

The "item" column identifies what the item is, or is made of, in the case of an artifact. The vocabulary is listed in the drop-down list (MMS: scrapbook)

### Manuscript Collection Item Type

Sheet music

Calendar

Ephemera

Broadside

Graphic Globe

Mixed

Pocket map

Мар

BV	diary, Journal, Notebook, account book, minute book, etc.	
Letter	letter	
Certificate	tificate marriage certificate, land grant, etc.	
Mss	handwritten papers	
Card	any type of card	
Album	photograph album	
Sketchbook	sketchbook of drawings	
Scrapbook	scrapbook of memorabilia	
Muster roll	muster roll	
Ledger	ledger	
Graphic	drawing, poster, etching, etc.	
Architectural	architectural drawings	
Mixed	any combination of the above items	
Visual Collection		
Item Type		
Photo	black and white photograph	
Cirkut	Cirkut photograph	
Tintype	tintype	
Daguerreotype	daguerreotype	
Ambrotype	ambrotype	
Color	color photograph	
Glass plate neg.	glass plate negative	
Albumen	albumen	
Postcard	postcard	
Album	photograph album	
Graphic	drawing, poster, etching, etc.	
Cased image	photograph (Daguerreotype, Ambrotype, Tintype) in a case	
Cabinet card	cabinet card	
Lantern slide	lantern slide	
Mixed	any combination of the above items	
Printed Collection		
Item Type		
Book	book	
Newspaper	newspaper	
Pamphlet	pamphlet	

sheet music

calendar

ephemera

broadside

pocket map

drawing, poster, etching, etc.

any combination of the above items

map

globe

## Artifact Collection Item Type

LeatherleatherTextiletextileRibbonribbonMetalmetalWoodwoodWaxwaxPaperpaperGlassglassMssmanuscript	Ceramic	ceramic
TextiletextileRibbonribbonMetalmetalWoodwoodWaxwaxPaperpaperGlassglassMssmanuscript	Leather	leather
RibbonribbonMetalmetalWoodwoodWaxwaxPaperpaperGlassglassMssmanuscript	Textile	textile
MetalmetalWoodwoodWaxwaxPaperpaperGlassglassMssmanuscript	Ribbon	ribbon
WoodwoodWaxwaxPaperpaperGlassglassMssmanuscript	Metal	metal
WaxwaxPaperpaperGlassglassMssmanuscript	Wood	wood
Paper paper Glass glass Mss manuscript	Wax	wax
Glass glass Mss manuscript	Paper	paper
Mss manuscript	Glass	glass
	Mss	manuscript

### Folder Sizes

When To Use : Folder items whenever listed.

What To Do: Use only the folder sizes listed below. Consistent folder sizes within each container will allow easier access and retrieval.

IHSL standard	corresponding
folder sizes	container
16" x 20" wide	drop front box
16" x 24" wide	banquet drop front box
19" x 25" wide	newspaper drop front box
20" x 24" wide	drop front box
24" x 42" wide	map flat files
30" x 42" wide	map flat files
36" x 48" wide	map flat files
43" x 72" wide	mammoth flat file

The outer dimension of each folder should be at least 1 inch larger than the total size of the document.

## **Storage By Department**

*Note:* Some collections contain a variety of materials and will overlap into different departments. Consult with the appropriate department heads to determine the correct storage.

#### Storage for Manuscripts & Archives

correspondence minute books journals day books printed form filled in diaries documents account books

#### Storage for Printed Materials

books small & large periodicals newspapers pamphlets ephemera maps broadsides sheet music

#### **Storage for Visual Collections**

photographs negatives postcards graphic artworks paintings films video tapes other visual media

#### Storage for Architectural Records

office files drawings of Indiana architectural firms drawings of historically significant or endangered structures

#### Storage for Artifacts

artifacts