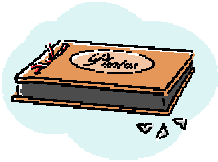


## Basic Care and Storage of Photographs

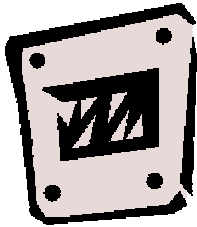
The process of digitizing is currently the best way to archive media. However, digitizing does compress and lose data, so don't discard your originals. If you decide to digitize your media, use archival CDs and DVDs. Store copies of your CDs and DVDs in multiple locations to ensure safety.



### **Photos**

When dealing with photos, follow these tips:

- Ø Remove photos from "magnetic" or peel & stick albums. This album material will damage photos over time. **DO NOT STACK THEM** as you remove them.
- Ø Remove any glue, tape, or staples that might stain or scratch a photograph prior to storage.
- Ø Label the back of your photos on the edge with a soft graphite pencil or acid-free pen. (i.e. Micron Pigma)
- Ø Use a Photographic Emulsion Cleaner to clean your photos.
- Ø Place curled photos inside a business envelope and then run the envelope through a laser printer a few times to flatten them.
- Ø Store your photographic collections in materials that have passed the PAT (Photographic Activity Test). These materials will be marked as such by suppliers.
- Ø Store photographs individually between plastic sleeves (PVC Free). Plastic sandwich bags are a good, inexpensive alternative to plastic sleeves.
- Ø Store large quantities of photos by layering them between sheets of acid-free paper in metal or acid-free cardboard boxes.
- Ø Store black & white (B&W) photographs at 68 degrees Fahrenheit and 30-40% relative humidity in a closet located in an air-conditioned room.
- Ø Store contemporary color photographs at lower temperatures. Don't store photos in the attic or basement.
- Ø Avoid exposing photographic materials to anything containing sulfur dioxide, fresh paint fumes, fumes from cleaning supplies, plywood, and regular cardboard.



### ***Slides & Negatives***

When dealing with slides or negatives, follow these tips:

- Ø Always wear cotton gloves when handling slides and negatives.
- Ø Use compressed air or a sable brush to remove lint and dust.
- Ø For very stubborn grime, use a Photographic Emulsion Cleaner like PEC-12.
- Ø Mount slides in plastic slide holders that have glass inserts.
- Ø Store slides and negatives in acid-free boxes.

**Note:** The information provided here is general in nature. For those requiring archival or long-term storage of media, please seek professional assistance.