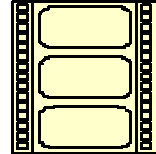


## Basic Care and Storage of Film and Video Tape Stock

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.

### ***Film Stock***



When dealing with film stock, keep these things in mind:

- Ø Wear cotton gloves when handling.
- Ø Vinegar smell indicates that the film is in an advanced state of decay.
- Ø Clean moldy films in a well-ventilated area. Wear a face mask designed for working with mold to avoid breathing mold dust.
- Ø Clean and lubricate your film stock annually and prior to showing. The product GOO GONE is a good film cleaner. Use a FLANNEL SILICONE FILM POLISHING CLOTH to lubricate your films.
- Ø Prior to showing a film, wipe cleaner/lubricant throughout your projector's film path and on rollers.
- Ø Store films in an area with 50% to 60% relative humidity at a temperature of 70 degrees F or less.
- Ø With proper preparation, films can be frozen for long term storage.
- Ø If your film is badly damaged, curled, or brittle, it's best to send it to a lab for restoration. The cost is usually very reasonable.

### ***Video Tape Stock***

When dealing with video tapes, follow these suggestions:

- Ø Play tapes all the way through. This helps to ensure even play.
- Ø Keep all playing equipment clean and well maintained.
- Ø Do not touch the tape unless it is an absolute necessity.

- Ø Exercise your tapes periodically by fast-forwarding through to the end of the tape and then rewinding to the beginning of the tape. This will reduce reel tension and tape adhesion.
- Ø If your tapes give off an odd odor, chances are they are in an accelerated stage of decay. Make a copy at the first sign of tape degradation.
- Ø Play tapes on machines with direct-drive motors rather than rubber belts.
- Ø Avoid the "Pause" or "Freeze" mode when playing a tape.
- Ø Keep your tapes in a dry, dust-free environment.
- Ø Keep tapes out of strong light or direct sunlight. Do not let the storage temperature exceed 70 degrees Fahrenheit.
- Ø Avoid a location that experiences sudden changes in humidity.
- Ø Do not let the humidity exceed 20 to 30%.
- Ø Store your tapes upright in their containers, like books on a shelf.
- Ø Store tapes away from electrical motors, such as TV sets and electrical appliances. The interference will erase them over time.
- Ø Properly stored tapes can have a life of 25+ years.

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