

## Conservation & Preservation Considerations~

### FIRST REVIEW ~THEN PLAN ~

If stable, concentrate on things like~

- Basic cleaning & dusting
- Documenting long term issues
- Physical storage~ boxes ~ folders ~ shelf location, etc.
- Use acid free if you can afford it ~ regular supplies if you can't

### Serious Problems ~

Contact a professional conservator~

- Silver nitrate negatives ~ IMMEDIATELY
- Mildew ~ Vermin
- Water Damage
- Fading Content; Frozen
- Fire Damage

### Some Headaches ~ Common Practices That Aren't Recommended~

- Accepting just anything that is offered  
You can lose control of your collection in this way
- Accepting permanent loans rather than donations  
This is sometimes unavoidable; but can cause sudden or eventual loss of something that you thought was an important part of your collection
- No formal accession process without signed deeds of gift that spell out conditions & restrictions  
This will cause loss of collection control through confusion & could cause legal headaches
- Digitizing EVERYTHING & disposing of all hard copies (you need backup).  
This sounds like a good idea, but cuts you off from your foundational resources & backup. Choose carefully.
- Storing noncurrent records without clear historical value ~ know the difference between archives & records centers

