

Preserving Your Family Treasures

The Basics

Factors to consider are temperature, relative humidity, light, mold, pests, risk of flooding and handling.

Temperature & Humidity

- ◆ Get your keepsakes out of the garage, shed, basement or attic;
- ◆ Keep them in a climate-controlled area of the house;
- ◆ Avoid extremes in temperature and relative humidity.

Handling

- ◆ Minimize handling & handle with care;
- ◆ Fully support items;
- ◆ Wear gloves or make sure your hands are clean.

Identify & Label

- ◆ One of the greatest threats to photographs & movie images is poor or missing labels;
- ◆ Use a pencil to write information on the back of photos;
- ◆ Identify people, places & dates in full (Avoid identifying someone simply as “Mom,” use her full name);
- ◆ Items are unidentifiable without labels;

Protection

- ◆ Make copies;
- ◆ Distribute copies geographically;
- ◆ Store the original safely & display the copy;
- ◆ Protect items from dust, light and handling with acid-free boxes, folders and/or polyester sleeves;
- ◆ Avoid PVC plastic containers & sleeves (they smell like a new shower curtain). Use polyethylene & polypropylene containers & sleeves.

Need help?

Feel free to contact the staff in the Library's Heritage Room at 951.279.3796.



Helpful Preservation Links

- ◆ **Library of Congress, Collections Care:** <http://www.loc.gov/preservation/care/>
Basic information and simple steps to take for the good care, handling, and storage of various materials and formats found in library and home collections
- ◆ **Minnesota Historical Society – Conservation:**
<http://www.mnhs.org/preserve/conservation/>
Basic guidelines for storing and preserving your cultural heritage collections. These guidelines address the general needs of all types of items as well as the needs of specific materials.
- ◆ **AIC, Guides for Taking Care of Your Personal Heritage:**
http://www.conservation-us.org/about-conservation/caring-for-your-treasures#.UyC_bIXLKLw
Proper care and maintenance of your family heirlooms and works of art will ensure that they are available for future generations to enjoy. To help you better care for your personal heritage, we have developed these guides for caring for you treasures.
- ◆ **Quick Preservation Tips for Military Families:**
<http://www.ala.org/alcts/sites/ala.org.alcts/files/content/confevents/preswk/pdfs/QTmilitary13.pdf>
Military personnel, their families, and their friends face specific challenges when trying to save, document, and record their family's military experience.
- ◆ **Illinois Secretary of State, Basics of Paper Conservation Video:**
<http://www.youtube.com/watch?v=dcb3JwPjDjA&feature=share&list=UUIA1SUSwkOGuN4Phf-e9gWg&index=1>
Illinois' Senior Archival Conservator discusses & illustrates the basics of paper conservation (30 min.).
- ◆ **American Institute for Conservation of Historic and Artistic Works:**
http://www.conservation-wiki.com/wiki/Main_Page
The information presented on the AIC wiki is drawn from a number of resources created by the various AIC Specialty Groups & Committees. Several of the Specialty Groups had "AIC Conservation Catalogs," compendia of working knowledge on materials & techniques used to preserve and treat works of art and historic artifacts.
- ◆ **Graphics Atlas from the Image Permanence Institute:**
<http://www.graphicsatlas.org/>
Graphics Atlas is a resource that presents a unique, object-based approach for the identification and characterization of prints and photographs.
- ◆ **Dew Point Calculator:** <http://www.dpcalc.org/>
Want to provide the best combination of temperature & relative humidity for long-term preservation of collection materials? Use this calculator to explore various combinations of temperature & RH and compare the preservation quality of each environment.

Archival Suppliers

- ◆ **Archival Products** - <http://www.archival.com/>
- ◆ **Gaylord** - <http://www.gaylord.com/c/Archival>
- ◆ **Hollinger Metal Edge** - <http://www.hollingermetaledge.com/>
- ◆ **Light Impressions** - <http://www.lightimpressionsdirect.com/>
- ◆ **Talas** - <http://www.talasonline.com/>
- ◆ **University Products** - <http://www.universityproducts.com/>