

# Preservation

Digital Stewardship Curriculum

# Discussion

- What materials are you most concerned about?
- For preservation or conservation?
- Anything that you know needs to be digitized soon?

# “Preservation”

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- Activities that aim to prolong the life of a record
- Trying to slow decay of materials

# Conservation

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- Treatment and repair of an item
- Taking action to restore an item
- Intervening

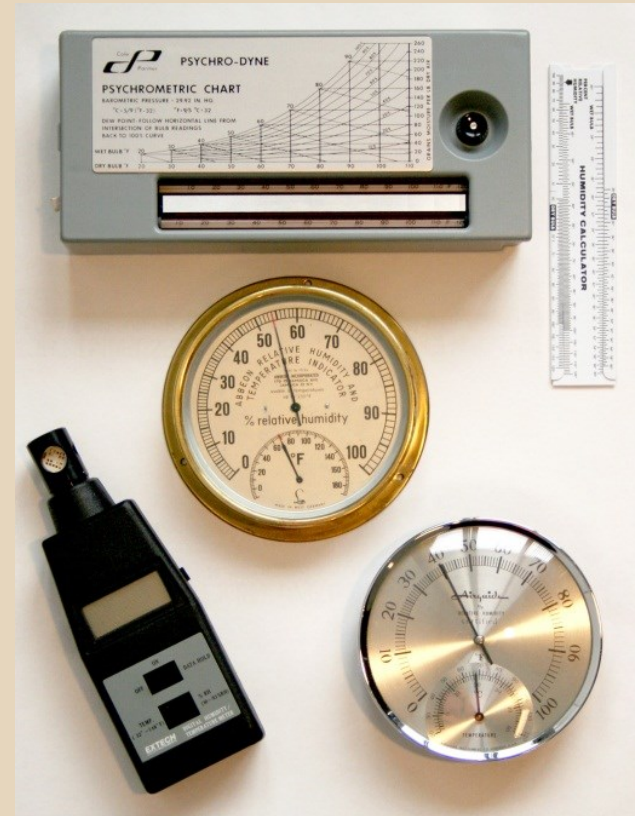
# Environmental Controls

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- **Temperature:** 65-68 degrees fahrenheit, 40-55 for film and photography collections
- **Humidity:** Relative humidity 30-50%

# Controlling and Monitoring

- Many tools available
- Some basic, some more advanced/automated
- Measure to monitor levels, notice fluctuations



# Other Threats to Materials

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- **Light:** UV rays are damaging
- **Air Quality:** Pollutants

# Handling

- Learn and train employees and users on proper handling techniques
  - Clean hands
  - Gloves (sometimes)
  - Touch edges of pages, books
- Clear rules for Reading Room
  - Book rests, book snakes, page turners
- Digitization



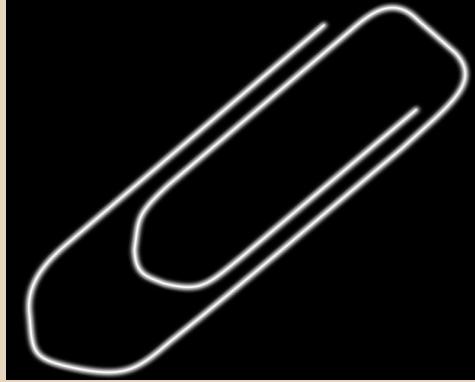


# Housing and Storage

## Papers:

- Acid free folders and boxes
- Properly fitting housing to material
- Separate acidic or damaging papers, interfile sheets of blank paper









# Photos

- Envelopes, enclosures, folders, boxes
- Plastic sleeves, encapsulation
- Especially sensitive to light, temperature
- Housing materials -  
Photographic Activity Test (PAT)



Photographic  
Activity Test  
(PAT) passed.

*Underwood & Underwood, Publishers  
New York, London, Toronto-Canada, Ottawa-Kansas*



*North and  
Anson, 715  
Studios  
Stinson*

1670-A busy day on 2d Ave.—S. from Marion St. past Alaska Bldg., (left),  
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# Audio, Film, Video

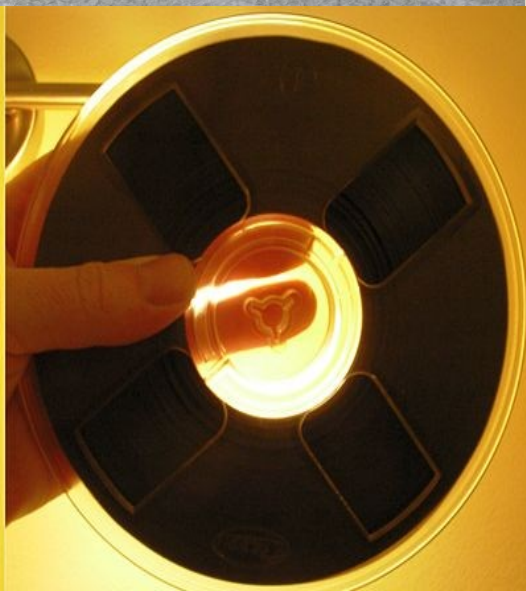
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- Specific problems to look out for based on format
- Cold storage
- Store upright, in plastic, vented cans
- Properly wound



**20-50% Relative Humidity**

**40-50 degrees F**



# Discussion

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- Have you had issues with pests, mold, or disasters in the past?
- What did you do?

# Preservation Assessment

- UI and IMLS - [Preservation Self Assessment Program](#)
- IMLS CAP - [Conservation Assessment Program](#)
- AAM - [Museum Assessment Program](#)

# Resources!

- [NEDCC Leaflets](#)
- [PSAP](#) Preservation Self Assessment Program
- [CCAHA](#) Conservation Center for Art and Historic Artifacts
- [SHN!](#)