

CONSERVATION TIPS

1. NEVER, NEVER USE BALL POINT PENS TO WRITE ON THE BACKS OF PHOTOS.

Instead, put photos in special albums with identification underneath. Or, place separate photos in envelopes with enclosed identification on a separate piece of paper.

2. PHOTOCOPY IMPORTANT FAMILY PAPERS ONTO ACID FREE COPIER PAPER.

Keep the papers in some safe place (and don't forget where it is!), and give copies to family members that want them, rather than handling old and fragile important material.

3. DO NOT GLUE PHOTOS INTO AN ALBUM.

Purchase and use an album with mylar pockets or overlays to protect the pictures. Pictures not kept in an album should not be in the sunlight; they fade.

The library should have a copy of the Gaylord Library Supply Catalog; the company is located in Syracuse, NY. It sells preservation materials, such as "encapsulation" supplies. It also has:

1. Photo albums;
2. Acid free containers, folders, and copier paper;
3. Mylar by the sheet, roll, or envelopes;
4. Marking equipment to use instead of the dreaded ball point pen.

The New England Document Conservation Center (NEDCC) is located in Andover, MA. NEDCC has people who will provide lectures/workshops on preservation for libraries and historical societies. There are also books available at the State Library for this purpose.

NEDCC has an emergency/disaster mobile unit and/or staff help. This is useful for town and library papers in case of fire and flood/water relief.

The phone number is: (508) 470-1010.

If nothing else, water soaked papers and books should be placed immediately into deep freeze. The freezer will (1) evaporate the water over a period of time; (2) keep mold from forming, and (3) allow the town time to get professional assistance.

THE GREATEST ENEMIES OF PAPER PRESERVATION ARE OVERUSE AND DAMPNESS. BOTH WILL CAUSE DETERIORATION -- AND EVENTUALLY MORE AND MORE HISTORICAL RECORDS WILL DISAPPEAR. WITH DISAPPEARANCE WE LOSE OUR HERITAGE.