

Photograph Archive Guidelines and Links

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Overall Process

1. Assess what you have, come up with an arrangement, is it a single collection or several series?
2. Isolate photos from the rest of collection if possible because they benefit from careful handling and storage
3. Give each an accession number, rehouse according to best practices and your budget, write accession number on housing (envelope, folder) with pencil.
- 4_ Collect metadata to aid in future digitization, Dublin core, DACS, AACR2...some standardization
5. Catalog in computer system-Past Perfect, Excel, Access database
6. Store in cool, dry and clean - but most of all stable - environment.

Proper Handling of Photos (LOC)

-Wash hands, use white cotton gloves, keep work area dear and clean

-No food or drinks in work area

-No marking photos, even back side

-No paper clips or **other fasteners**

-No self-adhesive tape or glue

Proper Storage of Photos (LOC)

-low relative humidity (30-40%) cool temperature (40F or lower recommended°

-clean, stable environment free of extremes such as attic or basement

-dark storage free from direct light

-distance from radiators or vents

-free from industrial pollutants such as sulfur

-paper enclosures should be acid free, lignin free, unbuffered (especially for color photos) Buffered can be used if photo is mounted on very acidic cardboard. All storage materials should have passed the PAT photo reactivity test as listed in catalogs. Paper is relatively cheap, easy to write on, aids in blocking out light

-plastic enclosures can cause photo emulsion to stick in high relative humidity, should not be used for glass plate, nitrate or acetate based negatives.

-cased photos should be in acid free envelopes and stored flat

-Negatives and prints should be stored separately if possible

-All photographic materials should be stored in acid free cardboard boxes

Links and Resources

Harvard's handling guidelines

<http://www.youtube.com/watch?v=U0vOSOQ8B68&list=EC3OCD3C05BF8151BF>

NECC Pamphlets

<http://www.nedcc.org/free-resources/preservation-leaflets/4.-storage-and-handling/4.1-storage-methods-and-handling-practices>

<http://www.nedcc.org/free-resources/preservation-leaflets/5.-photographs/5.1-a-short-guide-to-film-base-photographic-materials-identification-care,-and-duplication>

<http://www.nedcc.org/free-resources/preserving-private-and-family-collections/caring-for-private-and-family-collections>

Museum services videos-document, furniture *care*, disaster planning...

<http://www.youtube.com/user/NMSC561.3/videos?view=0>

National park service conservation manual...see especially part I - Great Resource

<http://www.nps.gov/history/museumpublications/index.htm>

Digital Archive Resources

SCDL Guidelines

<http://153.9.241.200/scdi/contentguidelines-and-resources>

<http://archives.utah.gov/digitalbest-practices.html>