



Guide to Preserving Your Family History

Things to remember:

- Do not store your collection in basements, attics, or garages
- Use acid -free storage products for photographs and paper when possible
- Do not use glue, rubber cement, tape, elastics, staples, or paperclips
- Use uncoated plastic sleeves (polypropylene, polyethylene) for negatives and photographs
- Encapsulate, *do not* laminate!

Keep your collection safe by following these recommendations:

Preservation Factor	Recommended Ideal
Temperature	Between 18-25°C
Humidity	Between 35-55% RH
Light	Some scanning/copying is OK; keep documents/photographs/negatives away from artificial or sunlight
Pollutants	Keep food/drinks/smoke away from collection; store items in archivally sound encapsulations
Handling	Always use clean hands when handling material
Photographic Processing	Ask for archival photographic development if possible
Pests	Keep storage and work areas clean

Know when your collection might be in danger with these warning signs:

Warning Signs	Causes of Damage
Cracking, warping, fading, stickiness of photographs or negatives	Temperature fluctuations
Mould/mildew, discolouration, stickiness of photographs or negatives,, warping	Humidity fluctuations and/or water damage
Fading, discolouration, embrittlement	Light
Pests or signs of pests (excrement, carcasses, etc.), staining	Pollutants such as dust, dirt, food, and/or smoke
Fading or staining of photographs	Poor Processing
Deposits of dirt and oil can attract pests; fingerprints, staining	Handling
Staining, holes, excrement	Pests

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