

Purchasing Materials

You can purchase archival-quality materials from various companies, including:

- Gaylord Archival
<http://www.gaylord.com/>
- Hollinger Metal Edge
<https://www.hollingermetaledge.com/>
- University Products
<https://www.universityproducts.com/>

Helpful Links

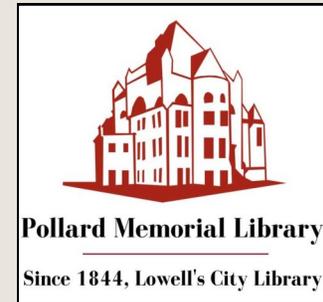
- American Institute for Conservation of Historic and Artistic Works, "Caring for Your Treasures"
<http://www.conservation-us.org/about-conservation/caring-for-your-treasures#.WtDSgIjwZaR>
- Library of Congress, "Preservation FAQs"
<https://www.loc.gov/preservation/about/faqs/general.html>
- Minnesota Historical Society, "Preserve Your Family Treasures"
<http://www.mnhs.org/people/mnngg/stories/>

- National Archives, "How to Preserve Family Papers and Photographs"
<https://www.archives.gov/preservation/family-archives>
- Northeast Document Conservation Center, "Free Resources"
<https://www.nedcc.org/free-resources/overview>

Sources

National Archives. "Tips for Handling Family Papers and Photographs." <https://www.archives.gov/preservation/family-archives/handling.html>.

Northeast Document Conservation Center. "Caring for Private and Family Collections." https://www.nedcc.org/assets/media/images/Pres_Fam_Collections_2013.pdf.



Preserving Your Family Heirlooms



Pollard Memorial Library

401 Merrimack Street

Lowell, MA 01852

978-674-4120

<http://www.pollardml.org/>

After spending many hours researching, collecting, and organizing your family heirlooms, you want to protect them. Paper items deteriorate, so it is important to store them properly. Both the environment and types of enclosures you use can make a difference in preserving your treasures for generations to come.

The Environment

- Keep your print materials in a cool, dry, and dark environment.
- Ideal temperature is 70° with relative humidity below 55%.
- Avoid storing items in the attic or basement, along outer walls, near heat or water sources, or on the floor.
- Keep the area clean and free of pests.



Storage Enclosures

- Paper enclosures should be acid-free, lignin-free, buffered materials, unless the item is alkaline sensitive.
- Plastic enclosures should be made from preservation-grade polyester (Melinex). Polyethylene and polypropylene are acceptable if they do not contain plasticizers.
- Use boxes without gaps or holes and with well-fitting lids to keep dust out.
- Envelopes, boxes, and folders should match the size of your items.
- Store documents in folders rather than envelopes to reduce damage from handling.
- Flatten papers for storage, but do not counter-fold along the creases.
- Photocopy newspapers onto archival-quality paper and store copies separately from originals. If you must store them together, place interleaving paper between the original and copy.

- When framing, use a preservation-quality mat and frame and UV-filtering glass or acrylic.
- Use albums with buffered or neutral paper and preservation-quality plastic. Secure the items with photo mounting corners.

Handling Materials

- When handling with original materials, keep the area clean and clear. Do not place food, drink, or substances that can damage or stain your materials in your workspace.
- Wash and dry your hands. Do not put lotion or oils on them.
- Use gloves when handling photographs or negatives.
- To safely remove paper clips or staples, slide a stiff piece of plastic under the fastener on both sides before removing it. If you want to clip items together, use plastic rather than metal paper clips.