

Preservation Guidelines

PLEASE DO NOT

1. Pull a book by its headcap. Contrary to popular opinion, headcaps are not handles.
2. Use adhesive tapes on your treasured papers, bindings or photographs. Although some are advertised as "archival," I do not recommend them for rare/valuable items.
3. Store materials in garages, attics or similar places. The environment fluctuates too much, and the materials are much more likely to be damaged by insects, water, and fungi.
4. Use the so-called "magnetic" scrapbooks. The adhesive may permanently bond to your treasures. I don't like scrapbooks in general, but non-damaging ones are available from several suppliers.
5. Store materials on the floor. They are much more likely to be damaged by insects and water. Store items at least six inches above the floor.
6. Store newspaper clippings with other materials. I recommend photocopying clippings, and then either destroying the originals or segregating them completely.

PLEASE DO

1. Keep your shelved materials clean. Regular dusting with either One-Wipe® or Dust Bunny® cloths will discourage insects and prevent damage caused by dust.
2. Use only the best-quality materials for long-term storage. Just because an item is advertised as "archival" or "acid-free" does not mean that it is safe to use, so you must ask for specifications and learn how to interpret them.
3. Turn off all unnecessary lights. All light, no matter the source, damages paper, bindings and photographs. Sunlight and fluorescent light are especially bad, but you can help control them by using curtains, shades and ultraviolet filters.
4. Store papers flat and not folded when possible. Folding causes irreparable damage.
5. Maintain as stable an environment as possible. Ideally, the temperature should be kept at 68° F. $\pm 2^\circ$ and the relative humidity maintained at 30% \pm 5%.
6. Ask for help when in doubt. The preservation staff at the Arizona State Archives will be glad to help in any way possible.