

## CLAWSON HISTORICAL MUSEUM

41 Fisher Court, Clawson, Mi 48017

248-588-9169

Melodie Nichols, curator

### PRESERVATION OF PHOTOGRAPHS

1. Handle by the edges.
2. Do not use albums with sticky pages.
3. Store loose photos in *acid free boxes*. Keep negatives in separate containers and in *acid free sleeves*.
4. Store where humidity and temperature do not fluctuate.
5. Do not use metal paper clips, staples or tape on photographs.
6. Identify person, place and date on the *back* of photos with pencil or acid free gel pens. Write on the edges, not across the center of the image. Identify each person's full name, date if possible and location. (Be specific - "Rochester" could mean Michigan, New York or Minnesota).
7. Store with a buffer between each photo. Use *acid free* materials, preferably clear archival-quality sleeves, Baggies or Glad brand bags, or 100% cotton or rag papers.
8. In albums, use sheet covers that are labeled *archival or acid free*. Types of "safe" covers are made of Mylar, Acetate-Mylar, Acetate, Polyethylene or Polypropylene. Do **not use products made of Polyvinyl or Polystyrene!**
9. If matting for framing, use *acid free* mats. Back the photo with acid free paper. Use metal frames if possible.
10. If possible, copy old photographs and use copies for display.
11. Display photographs away from direct sunlight or lamp light.

Most of the materials suggested above are now available in office supply, art supply or craft stores.