



PRESERVATION

EIGHTY-EIGHT LINES

ABOUT FORTY-FOUR TECHNIQUES

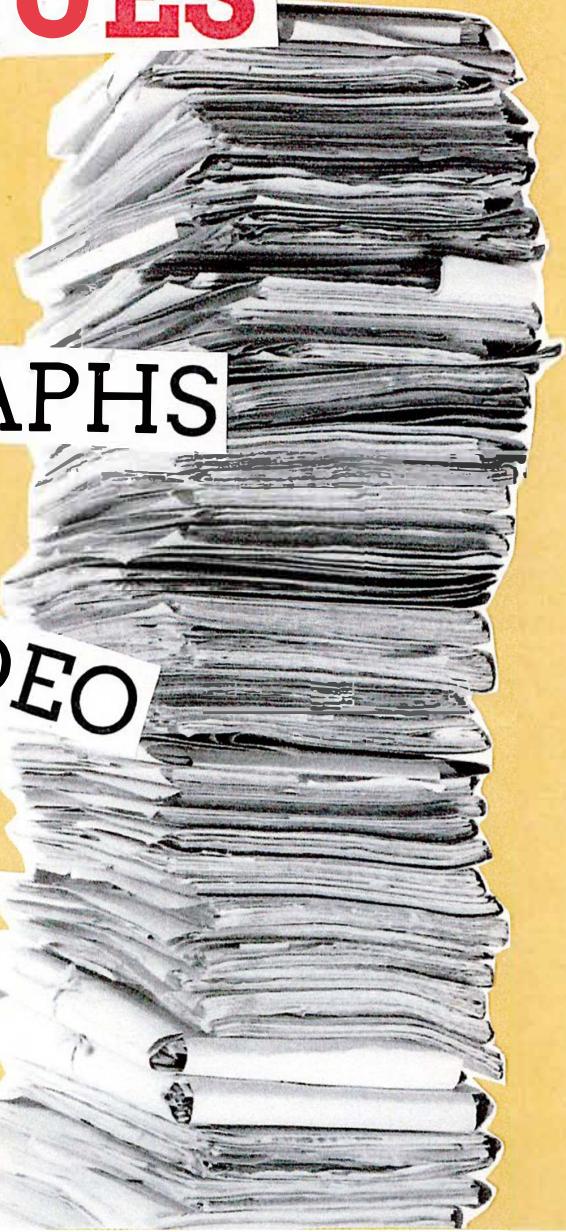
A
N
A
L
O
G

} ANALOG

PAPER

PHOTOGRAPHS

AUDIO + VIDEO



What to keep?

Items of sentimental, financial, or legal value in all formats.

Identify what you want to save long-term,
then organize and label that material (using pencil not ink).

Avoid letting personal collections
get scattered or misidentified.

You can choose to preserve final version of documents,
or you can include drafts and revisions.



Store materials in a cool, dark, dry, stable environment, with good air circulation.

A stable environment makes all the difference; rapid fluctuations in temperature and humidity damage materials most.

Avoid garages, attics, and basements for storage; use a dehumidifier in damp areas.

Store your materials in enclosures, like filing cabinets, boxes, and folders, to protect from dust and dirt.

If using paper preservation supplies or when framing, look for acid-free, lignin-free, buffered products.

If using plastic preservation supplies, look for polyethylene, polyester, or polypropylene – never encapsulate!

Use folders instead of envelopes to reduce abrasions.

Keep highly acidic items, like newsprint, away from other materials.

To preserve newspaper clippings long-term, photocopy them onto acid- and lignin-free paper.

I HOPE YOU KNOW THAT THIS
WILL GO DOWN ON YOUR
PERMANENT RECORD...!

* Dust and dirt can abrade surfaces, and attract mold and insects.

* Light fades, discolors, and embrittles, and the damage is permanent and irreversible.

* Don't leave materials "on display" long-term; rotate so less damage is sustained.

* Framed works should not be in direct sources of natural light or fluorescents.

DIGITAL

Identify where all your digital files are stored, including personal websites, social media sites and services, and email.

Select files to save for long-term, considering current information as well as any older/archived content.

If saving a limited amount of information from social media, Web sites, or email, use the "save as" command to export the content as individual files.

If saving entire pages or sites on social media and Web sites, check into automatically exporting them as a series of linked files.

If there are multiple versions of a file, a photo or video for instance, save the one with highest quality.

WE GOTTA STAY TUNED
CUZ THERE'S MORE TO SEE
THROUGH THE TECHNICAL DIFFICULTIES
WE MIGHT HAVE TO TAKE A BREAK
BUT YA'LL KNOW WE'LL BE BACK NEXT WEEK
I'M SAYING THESE FILES ARE UNBREAKABLE

For video, use a production quality codec: Apple ProRes, Avid DNxHC or similar, with a widely-used wrapper like .mov

If possible, save files in an open format: .xml, .pdf, .txt, .tif, .jpg, JPEG-2000, WAV, MOV are examples.

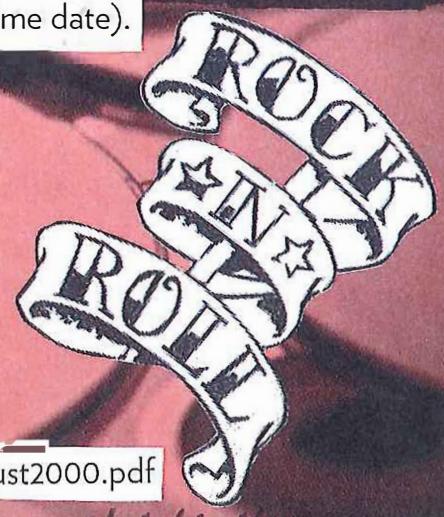
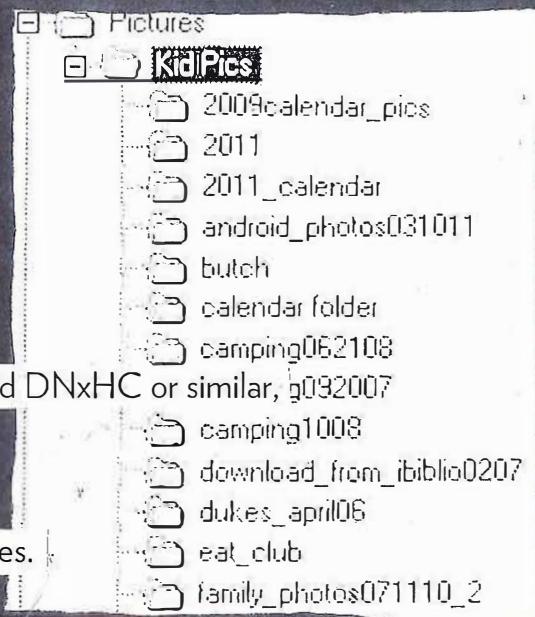
Save metadata for files, including site names, dates created, email headers (subject, from, to, time date).

Tag audio and video files with names of people and descriptive subjects.

Give the files you choose short but meaningful file names: including who, what, when, and where, as applicable.

Create a directory/folder structure on your computer to put files you selected to preserve.

Even better, create a consistent file naming system for the files: family_disney_vacation_May2016.jpg or letter_from_grandma_August2000.pdf



YOU BETTER

CHECK YOUR STUFF

BEFORE YOU

WRECK YOUR STUFF

Save these files on your computer and at least one other device, such as CDs, DVDs, or a portable hard drive.



Write a brief description of the directory structure and files, and put a copy with other important papers in a safe location.

In addition to saving multiple copies, keep copies at another location, like a friend or relative's house or in the cloud.

3-2-1 RULE:

- 3 separate copies
- 2 different storage media
- 1 stored in a different location

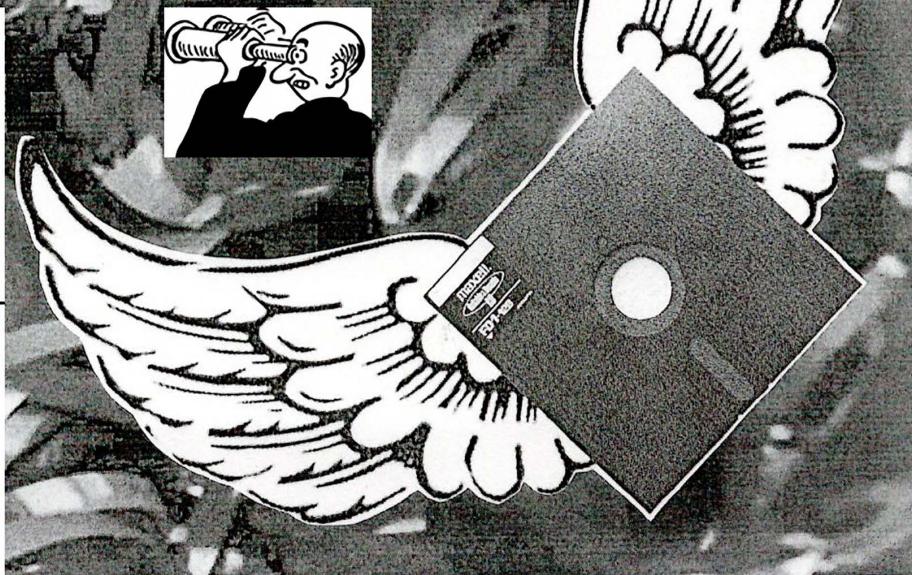
If disaster strikes one location, your files in the other place should be safe.

Check your files once a year to ensure they are still working.

Create new copies every 3-5 years, and save in newer file formats, if necessary.

Recommended Digital Storage:

- External hard drives from commercial manufacturers (Seagate, Western Digital) are widely available. Check reviews for failure rates.
- Cloud storage is easy (Dropbox, iCloud, Google Drive) due to unlimited access and storage. What starts as free can grow in price as you need more storage -- what happens if you can't pay? How private is your data from the storage company? How easy is it to get your files back?



RESOURCES

Alpena County George N. Fletcher Public Library event, "Preserving Family Documents": <https://youtu.be/nLhhIMCTbTE>

American Institute for Conservation, Guides for Taking Care of Your Personal Heritage: <http://www.conservation-us.org/about-conservation/caring-for-your-treasures#.WMLJADvytF>

Association for Library Collections and Technical Services webinar, "Preserving your Personal Digital Photographs": <https://youtu.be/oSjPEZwynkg?list=PLA5BAB085DF728BD4>

"Care and Preservation: The Newman Scrapbook": <https://youtu.be/hrtFD2HZtP8>

Library of Congress, Personal Archiving: Preserving your Digital Memories: <http://digitalpreservation.gov/personalarchiving>

Friends of the Library workshop at the UCLA Chicano Studies Research Center, "Preserving Family Photographs": https://youtu.be/SawW6fbOp_w

Library of Congress leaflets, Collections Care: <http://www.loc.gov/preservation/care/>

Quick Preservation Tips for Military Families: <http://www.ala.org/alcts/sites/ala.org.alcts/files/content/confevents/preswk/pdfs/QTmilitary13.pdf>

Quick Preservation Tips – Take the First Step: <http://www.ala.org/alcts/sites/ala.org.alcts/files/content/confevents/preswk/pdfs/QTgeneral13.pdf>



NEO
SOUND

A NORTHEAST OHIO
LOCAL MUSIC
COLLECTING INITIATIVE

2809 Woodland Avenue, Cleveland, OH 44115 • rockhall.com/library

LIBRARY.ROCKHALL.COM/NEOSOUND



**KEEP
CALM
AND
PRESERVE
YOUR HISTORY**