

Tips for Preserving Your Family History

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 OK Keep documents/photos away from artificial or sunlight
Pollutants	No smoking, drinking or food around collection; proper storage
Handling	Cotton, lint-free gloves; clean hands
Poor Processing	Ask for archival photographic development
Pests	Keep storage and work areas clean

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

Causes of Damage	Warning Signs
Temperature Fluctuations	Cracking, warping, fading, sticking
Humidity Fluctuations	Mould/mildew, discolouration, sticking, attracts pests
Light	Fading, discolouration, embrittlement
Pollutants (dirt, dust, smoke)	Can attract pests, staining, becomes permanent fixture
Poor Processing	Fading, staining
Handling	Deposits of dirt and oil can attract pests, fingerprints, staining
Pests	Staining, holes, excrement

Things to remember

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

Where to find help

Durham Region Area Archives Group

<http://durhamregionarchivesgroup.com/>

Archives of Ontario

www.archives.gov.on.ca

Archives Association of Ontario

aao-archivists.ca/

Library and Archives Canada

www.collectionscanada.gc.ca

Canadian Conservation Institute Notes

<http://www.cci-icc.gc.ca/publications/notes/index-eng.aspx>

Canadian Conservation Institute – Preserving My Heritage

www.preservation.gc.ca

Carr McLean – Preservation and Conservation Supplies

www.carrmclean.ca

Brodart – Library and Archives Supplies

www.brodart.ca