**Tool #3: Storage Guidelines**

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| **Audiotapes** | * *Store on edge*, never flat
* Always rewind completely
* Minimize exposure to dust
* Do not stack
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| **Books** | * Avoid strings and rubberbands.
* Store vertically next to similarly sized materials if possible, and use bookends large enough to support the book.
* Protect from light and moisture
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| **Diskettes/ Minidiscs/ Zip disks** | * Copy files to a hard drive,
* Back up to *at least two* copies.
* Store copies separately and minimize exposure to dust.
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| **DVDs/CDs** | * Have at least three copies: one “master,” one “duplicate master” from which you make copies, and one “use” copy.
* Store copies separately, and store masters vertically in jewel cases.
* Use an acid-free, archival marker (not a Sharpie) to mark the discs, keeping *completely* to the clear inner ring (best) or to the outside edges of the CD/DVD (acceptable).
* Do not use stick-on labels.
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| **Email** | * Print out important emails and file with other paper correspondence
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| **Hard drives** | * Back up to *at least two* copies. Whenever possible, migrate files from old computers to new hard drives.
* Store copies separately and minimize exposure to dust.
* Add permissions to files so they cannot be overwritten or altered; quarantine high-resolution copies of photo and moving image files
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| **Magazine articles and magazines** | * Fold as little as possible.
* Do not tape, clip, staple, or rubberband together.
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| **Newspaper clippings** | * Make copies, or scan and make prints as soon as possible, and discard originals.
* Make sure your copy/scan includes information on the newspaper title and date.
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| **Paper (8x11 or 8x14 or smaller, including programs and brochures)** | * Avoid adhesives
* Fold as little as possible.
* Do not tape, clip, staple, or rubberband together if possible
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| **Paper (large format, such as posters, light plots)** | * Store flat (horizontal) in a map drawer or portfolio if possible
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| **Photo prints/ negatives/slides** | * Store each photo separately in archival sleeves made of polyethylene or polypropylene if possible
* Separate negatives from prints. Do not store photo materials together with newsprint.
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| **Videotapes** | * *Store on edge*, never flat.
* Always rewind completely
* Minimize exposure to dust
* Do not stack.
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