**Tool #3: Storage Guidelines**

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| **Audiotapes** | * *Store on edge*, never flat * Always rewind completely * Minimize exposure to dust * Do not stack |
| **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 |
| **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. |
| **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. |
| **Email** | * Print out important emails and file with other paper correspondence |
| **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 |
| **Magazine articles and magazines** | * Fold as little as possible. * Do not tape, clip, staple, or rubberband together. |
| **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. |
| **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 |
| **Paper (large format, such as posters, light plots)** | * Store flat (horizontal) in a map drawer or portfolio if possible |
| **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. |
| **Videotapes** | * *Store on edge*, never flat. * Always rewind completely * Minimize exposure to dust * Do not stack. |