

CREATING AN ARCHIVAL QUALITY HISTORY, SOME TIPS FOR THE HISTORIAN

Here are some things that you can do to help preserve your history or collection:

- Minimize use of removable sticky-notes, paper clips, staples, pins, and rubber bands. Sticky notes leave behind an adhesive residue that can be harmful and metal can corrode paper. Rubber bands deteriorate and stain paper.
- Do not use self-adhesive tape (whether “invisible” or masking tape). Over time, the adhesives in tape oxidize (dry up) and the residue left behind stains paper and attracts insects.
- Use appropriate sleeves made from inert plastics such as polypropylene, polyester, or polyethylene. Inferior plastics can yellow and buckle or crack over time and emit fumes that can damage paper.
- Ink pens are NEVER archival, in spite of any claim that might be made to the contrary. If you are marking photos or other things by hand, pencil is highly recommended.

Here are some items you can use:

- Photo Corners
- *Sobo*, acid free PVA glue. This adhesive can be found in most craft stores, such as *Michaels* and *Wal-Mart*, or it can be ordered from online suppliers.
- *Jade*, acid free PVA glue with varieties like Jade R that include a water reversible formulation. It can be ordered from *Talas*, a supplier for professional, conservation, preservation, and restoration supplies.

Products labeled “Archival” may not be of archival quality because there is not a certified standard that manufacturers must adhere to when marketing these products. Here are some hints to help you determine if a product meets archival specifications.

- In glues, look for water-based PVA (*polyvinyl acetate*).
- For paper products, look for papers that are “lignin free”.
- Inks and tapes are NEVER “archival”. Some may be of better quality, but all inks and adhesives deteriorate over time and have the potential to cause damage and none of them are archival.
- Look for products that have passed the Photographic Activity Test (P.A.T.)
- Buy supplies from an archival supplier. Acid-free and archival quality products are available through such vendors in the United States:

Light Impressions

<http://www.lightimpressionsdirect.com/>

1-800-828-6216

Gaylord

<http://www.gaylord.com/>

1-800-448-6160

Talas

<http://www.talasonline.com/>

212-219-0770

Hollinger/Metal Edge, Inc.

<http://www.hollingermetaledge.com/>

Orders: 800-862-2228

University Products, Inc.

www.universityproducts.com

Customer Service: 800/628-1912

Orders: 800/628-1912