



# Conserve O Gram

January 2002

Number 21/5

## Salvage At A Glance, Part II: Non-Paper Based Archival Collections

<i>Material</i>	<i>Priority</i>	<i>Handling Precautions</i>	<i>Packing Method</i>	<i>Drying Method</i>
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### Cased Photographs

<b>Ambrotypes, Pannotypes</b>	Recovery rate is low. Immediately dry.	Handle with care. Extremely fragile binder. Binder may be on the reverse of the glass. Glass supports.	Pack horizontally in a padded container.	Air dry face (binder side) up with case open. Never freeze.
<b>Daguerreotypes</b>	Recovery rate is low. Immediately dry.	Handle with care. Fragile surface and cover glass.	Pack horizontally in a padded container.	Air dry face up with case open. Never freeze.
<b>Tintypes</b>	Recovery rate is low. Immediately dry.	Handle with care. Fragile binder.	Horizontally.	Air dry face up with case open. Never freeze.

### Negatives

<b>Wet collodion glass plates</b>	Recovery rate is low. Immediately dry.	Handle with care. Glass supports and fragile binder.	Pack horizontally in a padded container.	Air dry emulsion side up. Never freeze.
<b>Gelatin dry plate glass negatives</b>	Freeze or dry within 48 hours.	Handle with care—glass.	If freezing, keep wet. Pack in plastic bags, vertically in a padded container.	Air drying preferred; or thaw and air dry; freeze dry.
<b>Deteriorated nitrates with soluble binders</b>	Immediately freeze or dry. Recovery rate may be low.	Do not blot.	Pack horizontally.	Air dry; thaw and air dry; test freeze drying.

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<b>Deteriorated acetates</b>	Immediately freeze or dry. Recovery rate is low.	Handle carefully—swelling of emulsion.	Pack horizontally.	Air dry; thaw and air dry; test freeze drying.
<b>Polyester based film, nitrates and acetates in good condition</b>	Freeze or dry within 48 hours.	Do not touch emulsion with bare hands.	If freezing, keep wet. Pack in small plastic bags inside boxes.	Order of preference: Air dry Thaw and air dry Freeze dry DO NOT vacuum dry.

### Transparencies

<b>Lantern slides (glass), silver gelatin</b>	Freeze or dry within 48 hours.	Handle with care—loose binding tapes and glass.	Pack vertically in a padded container.	Air drying preferred; thaw and air dry.
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### Color Transparencies

<b>Additive color transparencies (most are glass)</b>	Package to prevent damage. Recovery rate is very poor. Immediately dry.	Handle with care—loose binding tapes and glass.	Pack horizontally in a padded container.	Air dry. Never freeze.
<b>Chromogenic color transparencies, mounted color slides and sheet films</b>	Freeze or dry within 48 hours.	Handle by mounts or edges.	If freezing, keep wet. Pack in plastic bags inside box.	Order of preference: Air dry Thaw and air dry Freeze dry DO NOT vacuum dry.

### Motion Pictures

	Rewash and dry within 48 hours.		If freezing, keep wet. Pack in plastic pails or polypropylene bins.	Arrange with a film processor to rewash and dry.
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### Microforms

<b>Microfilm rolls</b>	Rewash and dry within 48 hours.	Do not remove from boxes; hold carton together with rubber bands.	If freezing, keep wet. Pack (in blocks of 5) in a polypropylene bin.	Arrange with a microfilm processor to rewash and dry.
<b>Aperture cards</b>	Freeze or dry within 48 hours.		If freezing, keep wet. Pack in plastic bags inside boxes.	Air dry or freeze, thaw, and air dry.
<b>Jacketed microfilm</b>	Freeze or dry within 48 hours.		If freezing, keep wet. Pack in plastic bags inside boxes.	Air dry or freeze, thaw, and air dry.
<b>Diazo and vesicular microfiche</b>	Freeze or dry within 48 hours.		Interleave between envelopes and pack in milk crates or polypropylene bins.	Air dry or freeze, thaw, and air dry.

### Compact Discs and CD ROMs

	Immediately dry discs. Dry paper enclosures within 48 hours.	Do not scratch the surface.	Pack vertically in milk crates or polypropylene bins.	Air dry.
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### Computer Media

<b>Tapes</b>	Immediately rinse off tapes in clean water. Dry paper boxes and labels within 48 hours. Tapes can stay wet for several days. DO NOT freeze.	Do not touch magnetic media with bare hands. Handle open reel tapes by hubs or reel.	Keep tapes wet in plastic bags. Pack vertically in plastic crate.	Air dry.
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<b>Floppy discs</b>	Immediately pack and move to a location where they can be dried. DO NOT freeze.	Do not touch disk surface with bare hands.	Pack discs wet and keep them wet for transport. Pack vertically in plastic bags or tubs of cold water.	Air dry.

### Sound and Video Recordings

<b>Sound and videotapes</b>	Immediately rinse off tapes with clean water. Dry paper boxes and labels within 48 hours. Tapes can stay wet for several days. DO NOT freeze.	Do not touch magnetic media with bare hands.	Keep tapes wet in plastic bags. Pack vertically in milk crates or polypropylene bins.	Air dry.
<b>Shellac and Acetate discs</b>	Immediately dry. Dry enclosures within 48 hours.	Discs are very fragile. Hold discs by their edges. Avoid shocks.	Pack vertically in rigid polyethylene foam-padded boxes.	Air dry, preferably with a record cleaning machine.
<b>Vinyl discs</b>	Dry within 48 hours. Freezing is untested. If it is necessary to freeze, keep at above 0°F. Freeze or dry enclosures within 48 hours.	Hold discs by their edges. Avoid shocks.	Pack vertically in rigid polyethylene foam-padded boxes.	Air dry, preferably with a record cleaning machine.

This *Conserve O Gram* was adapted from “Salvage Operations for Water Damaged Archival Collections: A Second Glance” and “Salvage at a Glance” in *WAAC Newsletter*, Vol. 19, No. 2, May 1997, by permission of the author, Betty Walsh. <<http://palimpsest.stanford.edu/waac/wn/wn19/wn19-2/wn19-206.html>>

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