

Storage Tips

Audiotapes	<ul style="list-style-type: none"> • <i>Store on edge</i>, never flat • Always rewind completely • Minimize exposure to dust • Do not stack
Books	<ul style="list-style-type: none"> • Avoid strings and rubber bands • Store vertically next to similarly sized materials if possible, and use bookends large enough to support the book • Protect from light and moisture
Diskettes/Minidisks/Zip disks	<ul style="list-style-type: none"> • Copy files to a hard drive • Back up to at <i>least two</i> copies • Store copies separately and minimize exposure to dust
DVDs/CDs	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Print out important emails and file with other paper correspondence
Hard drives	<ul style="list-style-type: none"> • Back up to at <i>least two</i> 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	<ul style="list-style-type: none"> • Fold as little as possible • Do not tape, clip, staple, or rubber band together
Newspaper clippings	<ul style="list-style-type: none"> • Make copies, or scan and make

	<p>prints as soon as possible, and discard originals</p> <ul style="list-style-type: none"> • Make sure your copy/scan includes information on the newspaper title and date
Paper (8x11 or 8x14 or smaller, including programs and brochures)	<ul style="list-style-type: none"> • Avoid adhesives • Fold as little as possible • Do not tape, clip, staple, or rubber band together
Paper (large format, such as posters, light plots)	<ul style="list-style-type: none"> • Store flat (horizontal) in a map drawer or portfolio
Photo prints/negatives/slides	<ul style="list-style-type: none"> • Store each photo separately in archival sleeves made of polyethylene or polypropylene
Videotapes	<ul style="list-style-type: none"> • <i>Store on edge</i>, never flat • Always rewind completely • Minimize exposure to dust • Do not stack