

Artist's Legacy Toolkit

Preservation Guidelines & Resources

Type	Requirements	Additional Suggestions	Resources
Audiotapes	Store on edge, never flat. Rewind completely.	Minimize exposure to dust. Do not stack.	Resource Link
Books	Avoid strings and rubber bands. Store vertically next to similarly sized materials if possible, and use bookends large enough to support the book.	Do not pull books off shelves by pulling on the top of the spine. Grab the spine in the center.	Resource Link
Canvases	For canvases you wish to preserve (rather than sell as merchandise), if there isn't anywhere to store them unfolded and flat, the second best option is to roll them on the outside of tubes at least 6" in diameter, paint side out.	To roll more than one canvas on a tube at a time, interleave the canvases with acid free tissue. Do not stack rolled canvases. Note that rolling is not for long-term storage.	Resource Link
Costumes	Store flat in a box or on a padded hanger. Avoid folding if storing in a box. If you must fold, cushion the folds with acid-free paper, polyester batting, or regular tissue or paper. Store in cloth bags or cardboard boxes to protect costumes from bugs, moisture, and dust.	Stuff the costume to maintain shape, if needed. Avoid storing costumes in plastic bags that can trap moisture or discolor the fabric.	Resource Link
Diskettes/Minidiscs/Zip disks	As soon as possible, copy files to a hard drive, which will be backed up	Minimize exposure of original diskettes to dust.	Resource Link
DVDs/CDs	Have at least three copies: one "master," one "duplicate master" from which you make copies, and one "use" copy. Store copies separately. 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 DVD/ CD (acceptable). Do not use stick-on labels.	For DVDs/CDs with data like photos, print out contact sheets with DVD/CD information.	Resource Link
Email	Still under debate among archivists.	For now, print out important emails and file with other paper correspondence.	Resource Link
Hard drives	Have at least TWO backup copies. Whenever possible, migrate files from old computers to new hard drives.	Store copies separately and minimize exposure to dust.	Resource Link
Magazine articles and magazines	Fold as little as possible. Do not tape, clip, staple, or rubber band together.	Do not bother to remove clips/tapes/staples which are already present.	Resource Link
Newspaper clippings	Make copies of the original clipping. Make sure your copy includes information on the newspaper title & date.	If originals are kept, they need to be stored separately from other paper.	Resource Link
Newspapers	It is extremely unlikely that you actually need to keep an entire paper. See the information on clippings. If you absolutely must keep complete papers, store flat (horizontal) in a box, map drawer, or portfolio. Fold as little as possible.	Do not store newspapers with other types of paper (i.e. posters): they're bulky (so the other paper will warp) and they're very acidic (so the other paper will decay faster).	Resource Link
Paper 8.5x11 or 8.5x14 or smaller, including programs, brochures	Avoid adhesives. Fold as little as possible. Do not tape, clip, staple, or rubber band together.	Do not bother to remove clips/tapes/staples which are already present. Do not bother to unfold programs.	Resource Link
Paper (large format: e. g.,posters, light plots)	Store flat (horizontal) in a map drawer or portfolio. If rolled, do not try to flatten.	Separate papers by putting them in large, acid free folders or by interleaving with acid free tissue.	Resource Link
Photo prints/negatives/slides	Can store upright in folders or flat in boxes. Keep away from light and in a cool room, if possible.	Use sleeves to protect items. Never use adhesives to mount photos. Do not use magnetic albums. If you need to mark a photo, use pencil on the back.	Resource Link
Videotapes	Store videotapes on end (like books on a library shelf). Rewind tapes after recording or playback.	Minimize exposure to dust. Do not stack.	Resource Link