HOUSING AND ENVIRONMENT OPTIONS FOR STORAGE OF DOCUMENTS

(See also Housing and Environment Options for Display)

Manuscripts; Drawn, Painted, or Printed Material; Prints with Hand-coloring or Glazing:

Individual Housing Techniques (auxiliary supports): see Housing and Environment Options for Display

Group Storage:

1. Matting drawings, etc., should have a piece of acid-free tissue inserted between the window mat and the drawing to protect the face of the drawing unless the medium is friable. In that case, the face should be protected by a rigid cover or wrapper incorporated into the window mat. The matted drawings should be stored horizontally in acid-free boxes or within shallow map drawers. The sizes of the mats should be standardized to the size for the drawers, with full, half, quarter, etc. sizes to most economically utilize the space.
2. Drawings, paintings or prints attached to an acid-free backboard, or unattached, should be covered with an acid-free tissue as noted above (unless friable, in which case the item should be window matted in a wrapper mat before storage), to protect the surface and then placed into a standard-size acid-free folder. The folder should then be stored horizontally in acid-free boxes or within shallow map drawers.
3. Manuscripts with stable media should be stored as above, although in archival collections they are often stored for the convenience of the user, in folders in vertical document boxes.

Environmental Controls:

1. Light: as dark as possible.
2. Relative Humidity: 45-55%, constant.
3. Temperature: c. 65-70 degrees F.

Photomechanical Prints: documents, newspaper clippings, broadsides, posters, maps, etc.

Individual Housing Techniques: see Housing and Environment Options for Display

Group Storage:

1. Encapsulated prints can be stored 10-15 together in an archivally stable folder.
2. Small photomechanical prints can be stored in polyester film multi-pockets, which can in turn be stored in an album or 10-15 together in an archivally stable folder.
3. Unprotected prints can be interleaved with acid-free paper, not glassine, and stored 10-15 together in an archivally stable folder.
4. Newsprint and acidic materials should be isolated in storage by acid-free papers or encapsulated in polyester folders or pockets. Acid free or alkaline insert papers can be included in the pockets to absorb acids.

Environmental Controls: as above.

Books, Booklets, and Pamphlets:

Individual Housing Techniques:

1. see Housing and Environment Options for Display.
2. phase box.
3. adjustable book box.
4. clam shell box.

Group Storage:

1. Hardcover books can be lined-up vertically on a shelf.
2. Softcover books, magazines and pamphlets can be stored in acid-free, phase boxes, vertical document boxes, etc. They should be supported with rigid acid-free dividers and wedges wherever necessary to accommodate packing, if placed on their side in boxes, books should be on their spines, not on their foredges; when handling, support books on their spines.

Environmental Controls: as above.

Photographic Prints on Paper Supports:

Individual Housing Techniques: see Housing and Environment Options for Display.

Group Storage: avoid contact with buffered boards, as some photographs are alkaline sensitive.

1. Unmounted, coated (emulsion) photos of like sizes can be placed in a paper folder (neutral = acid-free but non-buffered, alpha-cellulose paper of ANSI standards), with paper interleaving if they are not individually stored in polyester film. They should be kept separate from mounted photos.
2. Mounted photos of like sizes can be stored face to face with neutral paper interleaving and buffered paper on the verso each of their mounts.
3. Groups of photographs protected as in 1 and 2 above can be stored in boxes made with ANSI approved materials following a variety of formats, as long as the boxes are not over-stuffed. The photos should be arranged in groups of like-sizes to fit snugly but not tightly into the box. Cabinetry should be enameled stainless steel since other materials could release gases which might be hazardous to the photos.

Environmental Controls: for general use and ambient storage

1. Light: as dark as possible.
2. Relative Humidity: 45-55%, constant.
3. Temperature: as low as possible, especially for colored materials, 30-40 degrees F.

Prepared by D. van der Reyden, 1984 (revised 1999).