



TS-SIS Preservation Committee: Tips & Tricks for Preserving Collections

Microfiche machines need attention too; don't forget to add microfiche machine cleaning to your rotation of collection maintenance activities.

Oil, cream and lotions can compromise the quality of microfiche; use white lint free gloves at all times.

Temperature standard for paper based collections is 68-70F and relative humidity 40-50%.

Temperature over 70F and Humidity over 50% encourages mold and insects. Not sure about the humidity, try using Hydrion Humidicator Detection Test Paper.

Groom/Sticks are good for removing foreign matter (crayon, spores, dust, dirt and grease) from paper (see our sample at the preservation table).

Next time you have to add a note to an archival strip, try using Zig pens instead of spine labels. Zig pens are acid free, waterproof and non-bleeding (<http://www.joann.com/zig-colortwin-marker-set-48pk/prd11366/>).

Blinds help reduce fading of book jackets; close your blinds when sun rays are high.

Don't forget to open windows on rainy days—the books need air.

To hold a book or papers together—use string and be sure to tie bows-- no knots.

Use book snakes to hold open books –not miscellaneous items that can leave dirt or cause damage.

Put the due date slip on the text block side of the book –not the cover side (help to reduce pressure on the book).

When dusting the edge of a book, be sure to wipe away from the head cap toward the fore edge. Dirt brushed down the spine of the book is trapped there forever.

Even minor improvements can have a lasting effect on your collections; simply moving books a few feet away from the direct sunlight, regular shelf cleaning, or moving books out of a box and putting them upright on a shelf can prolong the life of your collection.

Never use ordinary cardboard boxes to store books (for extended periods of time) ... they are highly acidic, and the acid will migrate from the box to your books. Store them in acid-neutral boxes.