ARCHIVISTS' RULES:

Lee, V2.1 revised 11 V '21

The goal is preservation, – so protect from acid, light, dampness and injury.

The worst enemy is acid in the paper, so pH buffer if possible, isolate sheets (interleave), de-acidify if necessary, and for scholarly use, xerocopy or photocopy on to acid-free paper.
Use acid-free sleeves and carriers (enclosures) for each item; insert pH-buffered backs such as 25% rag bond paper (and use NO PVC, which makes acid).

The next enemy is sunlight as it will bleach out reds quickly (and create acids by heat); use only UV-blocking plastic for framing and beware of displays in sunlight.

Protect from dampness: store materials flat but not under pressure; storage must be COOL (65-72 degrees) and DRY (45-55%) and stable; no basements.
Never use Scotch tape, it leaves irremediable residue.

Write only with a number two lead pencil; it's eraseable.

Wash your hands often, but don't wear gloves* because you lose tactile control, risking injury to ephemera.

* Except when handling photographs.

Use archive boxes or three-ring binders for collections.

Danger: **BLACKMOLD** is toxic; leave such challenges to professional conservators.

(These conservation tips are from Karen Zukor Conservation, Berkeley, California, via Bart Lee, … - KV6LEE@gmail.com, correspondence is invited). ##

ARCHIVISTS' RULES, California Historical Radio Society, © Bart Lee 2008, page 1
From Writing Radio History (for AWA 2004):

**Sources for Research:**

1) People: (A) who were there; (B) who knew people who were there; (C) who are familiar with the topic; (D) who have themselves research the topic; and (E) context: places where the people made interesting events happen.

2) Archives* (A) Personal; (B) Family; (C) Company; (D) Interest group (e.g., club); (E) Institutional (e.g., museums); Government (e.g., NSA, Smithsonian); (F) Commercial (e.g., Corbis-Bettman for photos).

3) Publications. (A) Books (i) old and (ii) new; (B) Magazines and periodicals (i) old and (ii) new; (C) Newspapers (old); (D) Ephemera (e.g., post cards, QSL cards).

You will often come across period ephemera and publications and sometimes photographs; **SAVE THEM !!** – see Archivists’ Rules, ante.

* Maintain and document the physical integrity of acquired archives, as to source, provenance, and what is known about each archive, and avoid any dispersal of archival materials.