

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](mailto:KV6LEE@gmail.com), correspondence is invited). ##

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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.