



Good, Better, Best

Storage and Housing for Museum
and Archival Collections



Supplies

- Good/Better
 - Non cardboard boxes
 - Envelopes, possibly manila
 - Ziploc bags
 - Manila folders
 - Foam
 - Sheet protectors (Stay away from PVC, Polyvinyl Chloride)
- Best
 - Acid free or Museum quality cardboard boxes
 - Acid free folders
 - Mylar (plastic enclosures)
 - Unbleached muslin
 - Acid free tissue
 - PH pen



Examples of Supplies

Photo Envelopes

Staple Remover

Mylar

Acid Free Paper

Cotton Gloves



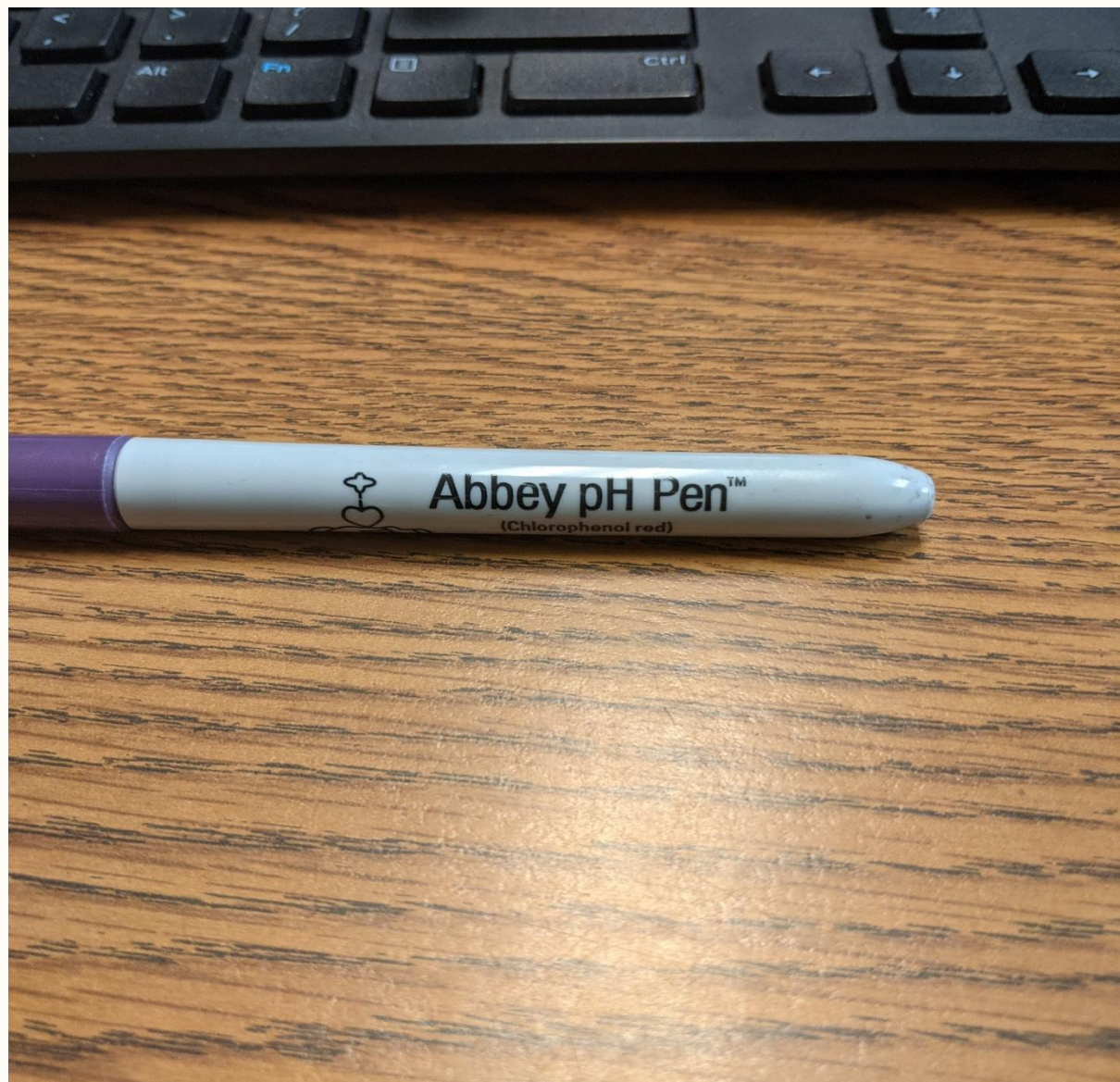


More Supplies

CD/DVD Sleeves

Paper Mending Tape

Oversize Acid Free Box



Abbey pH Pen

Check to see whether or not your paper or cardboard is acid free





Places to Buy Supplies

- Archival Suppliers
 - Hollinger Metal Edge
 - Gaylord Archival
 - University Products
 - Light Impressions
- Local Suppliers
 - Hobby Stores
 - Scrapbook stores
 - Amazon
 - Some office supply stores

Amazon Comparison

Amazon Basics

AmazonBasics

AmazonBasics Clear Sheet Protectors - Letter Size (100 Pack)

★★★★☆ 490 customer reviews | 28 answered questions

#1 Best Seller in Binder Sheets, Card & Photo Sleeves

List Price: ~~\$8.99~~

Price: **\$6.99** ✓prime

FREE Shipping on orders over \$25—or get **FREE Two-Day Shipping** with Amazon Prime

You Save: \$2.00 (22%)

In Stock.

Want it Thursday, March 29? Order within **1 hr 40 mins** and choose **Two-Day Shipping** at checkout. Details
Ships from and sold by Amazon.com in easy-to-open packaging. Gift-wrap available.

- 100-count box of top load clear sheet protectors with reinforced holes for three ring binders
- Accommodates 8-1/2-by-11-inch (letter size) sheets of paper
- **Made of acid-free, archival-safe polypropylene that won't lift or smear ink from your pages**
- Measures .05 mm thick
- Ideal for work, school, or home use

Compare with similar items

Gaylord Archival

Gaylord Archival

Gaylord Archival Flip-Top Document Preservation Box

★★★★☆ 8 customer reviews

Price: **\$18.49** & **FREE Shipping**

In stock.

Get it as soon as April 3 - 6 when you choose **Standard Shipping** at checkout.

Ships from and sold by Gaylord Archival.

Size: **Letter**

Legal \$18.99	Letter \$18.49
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- Preserve family records, newspaper clippings, photos and other paper documents for future generations
- **Archival quality: acid-free, lignin-free, passed P.A.T. (Photographic Activity Test), buffered to resist acid migration**
- Your family history deserves the same level of protection used by the world's leading cultural institutions
- Metal edges add strength & style; flip-top lid keeps out dust, dirt & light; pull string makes it easy to retrieve box from a shelf
- Use with archival-quality file folders from Gaylord Archival® (sold separately)



Shelving

- Stay away from wooden shelving
 - If wooden shelving is used then it should be sealed with polyurethane
 - You can also line the shelves with plexiglass
- Plastic or metal shelving is good
- You can also use metal filing cabinets for storage
- The best materials are powder coated metal



Environment

- Temperature and humidity should be kept as stable as possible
 - This is one of the most important issues
- Most archival formats and museum items have different temperature and humidity ranges based on their formats.
- In a perfect world, we could keep all formats in their perfect environment
- For most formats keeping the humidity between 25%-60% will keep mold from growing and prevent most items from damage from too dry conditions
 - This is also one of the most important issues.
- Most formats can be kept at around 60 degrees, sometimes lower.