

First. Ask yourself...

What is my goal?

- Preservation for future generations
- Organizing and reasonable storage for myself
- Converting or copying to keep or share

Is my workspace sufficient and clean?

Assessment of Urgency- what needs priority?

- Are they dirty or in danger of deterioration due to environment?
- Do they need to be stabilized/supported before I can handle them?

Are the items in a meaningful order? (e.g.: Grandma's vs. Mom's pictures. Preserve the context.)

Are there potential duplicates or have they been replicated?

Negatives Envelopes list:
name of developer
location, and date

1589
NAME Wes Spauld STORE NO. _____ DATE 6/7
ADDRESS Cathedral PHONE _____
CHECK FILM BLACK AND WHITE MONOCOLOR KODACHROME TACHROME OTHER COLOR PRINT FROM SLIDE

DEVELOP AND PRINT ORDERS
FILM SIZE 110/20 NO. OF NEGATIVES OR SLIDES _____
NO. OF ROLLS 1 NO. OF PRINTS FROM EACH SLIDE OR NEG. _____
NO. OF PRINTS FROM EACH NEG. 1 ENLARGEMENT SIZE _____
DUPLICATE COLOR PRINTS _____

INSTRUCTIONS _____ PRINTS MADE _____ TOTAL _____

5101
EARL'S DRUGS
1892 Monroe Ave.
ROCHESTER, N. Y. 14618

Tips to Start

- Save any information from the packaging, such as the photo or negatives envelope! (dates, locations, person who owned the film)
- Consolidate your items to one location before you embark on organizing or digitizing.
- Gently soft brush before any scanning. You don't want dust or hair to mar copies of your pictures.
- Gloves are a good idea (well-fitted, nitrile or white cotton).
- Archival storage materials should say that they pass the PAT ("Photographic Activity Test") if this is going to be your "end-game" storage.
- Measuring paper-image quality: higher DPI (dots per inch), higher # is more detailed
 - 300 is good for most 1-1 copies, ie. not enlarging
 - If you want a larger print of a small picture, minimum 600 dpi.
 - Negatives need more dpi, around 1,500-3,000
- Measuring digital-image quality: ppi (pixels per inch), higher # is more detailed

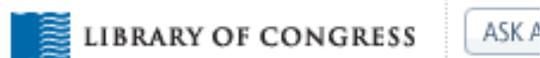
Always/Never

Cool, Dark, & Dry storage. Always.

- * Never use colored paper as dividers or storage.
- * Never stack deeply. Weight and compression are not good for any of these items.
- * Use photo-safe pens and pencils: nothing that presses too hard. It will damage items.
- * Oils and dirt from fingers will show up. Sooner or later.
- * Avoid trying to clean by rubbing or scrubbing items. Trying to clean it vigorously could damage it further.

MATERIAL	EXAMPLE	IMAGE QUALITY	HANDLING/STORAGE METHOD
Digital	Phone or digital camera (formats: JPEG, PNG, etc.)	Wide range of quality. High resolution will resize up, low resolution will pixelate.	Backup, Backup, BACKUP (save in more than one place, ie: external hard drive, thumb drive, SD card, etc.)
Film Negatives & Transparencies	35mm, roll film, professional film, etc.	The best option for reproduction of an image.	Remove from "air-tight" containers. Soft brush any debris. Place in film sleeves inside acid-free envelopes inside acid-free box. Cold storage is ideal if done properly, but special equipment is required.
Paper- Matte and Glossy prints	1970s to present- polaroids, physical paper prints	Wide range of quality. Prone to image deterioration over time (black and white lasts longer)	Wash hands and wear nitrile gloves. Remove any adhesives if possible. Store in archival quality materials. Use only photo safe soft-tip pens to mark. Avoid squishing or compressing. Retain any relevant information from developing envelopes (who/what/where/when)
Slides	Small, square transparent individual images mounted in heavy paper	Good quality image if the slides are well stored.	Sheet albums with approved PVC-free plastic pages, then box or binder.
Paper- older	Carte de visite, cabinet card	Wide range of quality. Prone to image deterioration over time	Wash hands well. Only handle by the mount (cardboard borders) if possible. Store layered with acid-free paper in archival quality materials. Avoid compression or friction
Metal	Dagguerotype, tintype	Detailed and resilient image. Material is prone to damage.	Wash hands and wear nitrile gloves. Acid free paper folder or flip envelope, then in a storage box. Avoid compression or friction as both will damage the image. If using a slide envelope, layer with acid-free paper to protect the image.
Glass	Ambrotype, photographic plate	Detailed image, but can become unstable. Material is prone to damage.	Wash hands and wear nitrile gloves. Acid free paper folder or flip envelope, then in a storage box. Avoid compression or friction as both will damage the image. If using a slide envelope, layer with acid-free paper to protect the image.

Information



[The Library of Congress > Preservation](https://www.loc.gov/preservation/)

<https://www.loc.gov/preservation/> Ask a Librarian



RESEARCH OUR RECORDS VETERANS' SERVICE RECORDS EDUCATION

<https://www.archives.gov/preservation>



<https://obsoletemedia.org/>



<https://guides.library.oregonstate.edu/earlyphotoformats/home>



<https://blog.archivalmethods.com/>

<https://www.tomsguide.com/buying-guide/best-cloud-storage-for-photos>



tom's guide

Best cloud storage for photos and pictures in 2022: free and paid

By Jacob Parker | Contributions from Will Roszczyk last updated December 07, 2022

Professional Assistance

Midwest Art Conservation Center
(for professional assessment and conservation of art)
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<https://preserveart.org/>

2400 Third Avenue South,
Minneapolis, MN 55404
(612) 870-3120



AMERICAN INSTITUTE FOR CONSERVATION

FIND A PROFESSIONAL

<https://www.culturalheritage.org/about-conservation/find-a-conservator#.VlxkOlOhpx>



Supplies



<http://www.lightimpressionsdirect.com/>



<https://www.gaylord.com/resources>



Local Services



133 N. Roosevelt St.
Aberdeen, SD 57401
605.225.3163



The Frame Guy: repairing frames, re-framing
(Charlie Cruse)
133 N Roosevelt St B, Aberdeen, SD 57401
(605) 725-9829

HAROLD'S



Harold's Photo
<https://www.haroldsphoto.com/> (photo lab)
912 W 41st St, Sioux Falls, SD 57105
(605) 336-2833