

Media Guidelines – How to Handle Water Damaged Items

TYPES OF MATERIAL	HANDLING PRECAUTIONS	PACKING METHOD
PAPER		
Documents, plain paper, manuscripts	Do not separate single sheets	Pack in boxes or crates
Watercolors and other soluble media	Do not blot	Interleave between folders if possible, pack in boxes/crates
Maps, oversize prints, blueprints	Do not separate single sheets	Pack in map drawers, flat boxes or poly-covered plywood
Coated paper	Interleave pages with wax/freezer paper	Keep wet in containers lined with garbage bags. Freeze immediately.
Framed prints and drawings	Drain, do not blot	Un-frame if possible, then pack as for manuscripts or maps above
BOOKS		
Books and pamphlets	Do not open or close, do not separate covers	Separate with freezer paper, pack spine down in boxes or crates
Leather and vellum bindings	Do not open or close, do not separate covers	Separate with freezer paper, pack spine down in boxes or crates
Books and periodicals with coated paper	Do not open or close, do not separate covers. If possible interleave pages with wax paper.	Keep wet; pack spine down in containers lined with garbage bags. Freeze immediately.
WORKS OF ART ON PAPER		
Paintings	Drain and carry horizontally	Un-frame if possible, face up without touching paint layer, pack oversize material flat.
Coated papers (Posters)	Separate if possible. Interleave posters with freezer paper.	Keep wet in containers lined with garbage bags. Freeze immediately.
COMPUTER MEDIA		
Tapes	Do not touch magnetic media with bare hands. Handle open reel tapes by hubs or reel.	Keep tapes wet in plastic bags. Pack vertically in plastic crate or tub.
Floppy disks	Do not touch disk surface with bare hands	Keep wet. Pack vertically in plastic bags or tubs of cold water.

COMPACT DISCS & CD ROMS

Do not scratch the surface. Hold disks by their edges. Avoid shocks.

Pack vertically in crates or cardboard cartons.

SOUND & VIDEO RECORDINGS

Sound & Videotapes

Do not touch magnetic media with bare hands.

Pack vertically in crates or cardboard cartons.

Vinyl Discs

Hold discs by their edges. Avoid shocks.

Pack vertically in ethafoam-padded crates.

Motion Pictures

Handle with care-do not touch media

Keep wet. Pack in plastic pails or cardboard cartons lined with garbage bags.

PHOTOGRAPHS

Prints and negatives

Avoid abrasion. Do not touch emulsion with bare hands.

Keep wet. Pack in plastic bags inside boxes. Interleave photographs with wax paper.

Wet collodion photographs (ambrotypes, linytypes, pannotypes, wet collodian negatives)

Handle with care-glass supports or glazing

Horizontally in padded containers

Daguerreotypes

Handle with care- usually cased behind glass

Horizontally in padded containers

COLOR TRANSPARENCIES

Additive color transparencies(most are glass)
Autochromes, agfacolor, Dufaycolor

Handle with care-loose binding tapes and glass

Horizontally in a padded container.

Chromogenic Color Transparencies Mounted
color slides and Sheet films

Handle by mounts or edges

Keep wet. Pack in plastic bags inside box.

MICROFORMS

Microfilm rolls

Do not remove from boxes; hold carton together with rubber bands.

Keep wet. Pack in blocks of 5 in a cardboard box lined with garbage bags.

Aperture cards

Handle with care- do not touch film

Keep wet. Pack in plastic bags inside boxes.

Jacketed microfilm

Handle with care- do not touch film

Keep wet. Pack in plastic bags inside pail or box.

Diazo and vesicular microfiche

Handle with care- do not touch film

Interleave between envelopes and pack in milk crates or cartons.