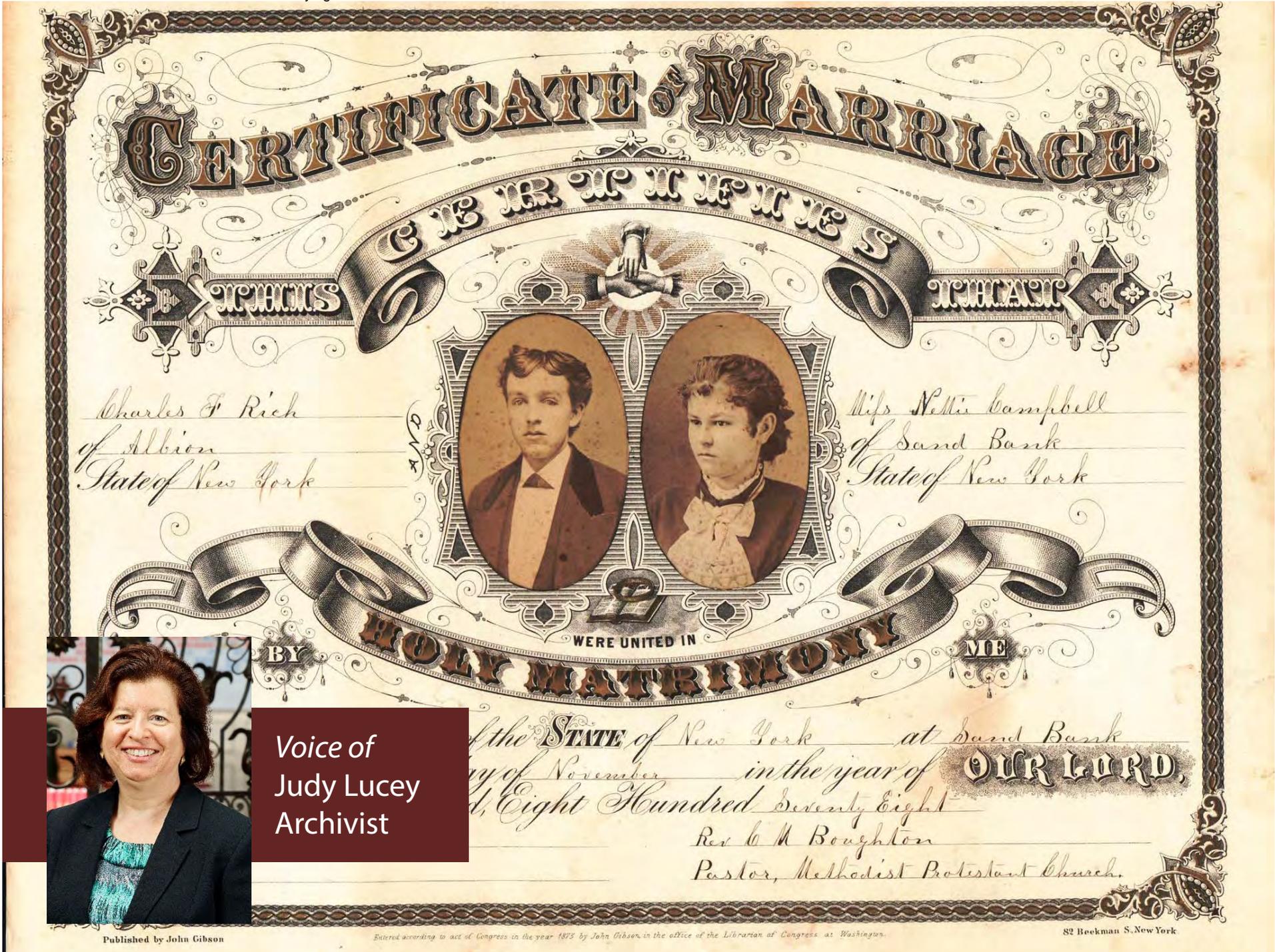


Surveying Your Collection

Judy Lucey, Archivist



American Ancestors
by NEW ENGLAND HISTORIC GENEALOGICAL SOCIETY



Voice of
Judy Lucey
Archivist

Published by John Gibson

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82 Beekman St., New York

Organizing and Preserving a Family Archive

Where did I put
that family chart?!?



Items stored in trunk in a garage

What is your goal?

- Focusing your genealogical research
- Writing a genealogy
- Donating to a repository
- Giving to the next generation
- Downsizing

The Archivist's role



Getting Started

1. Survey the collection: Identify what you have
2. Triage possible and existing preservation issues
3. Place items in proper enclosures: Do I need to re-house anything?

What is a survey?

A survey looks at general subject matter, identifies formats of material, any pre-existing arrangement, notes the condition of materials and preservation needs, as well as, rehousing needs



JHC archivists surveying a new arrival of records at NEHGS

What isn't a survey?

- It's NOT organizing
- It's NOT an inventory
- *These steps come later!*
- A survey and initial triage can take a few passes

Tip

Resist temptation to
begin organizing

Basic Components of a Survey

Survey worksheet

Collection name: _____ Date of Survey: _____

Families in collection: <i>List surnames; include allied lines.</i>	Major contributors to collection: <i>Note major creators of material (i.e. you, your grandparents, etc.).</i>
Collection Summary: <i>Summarize the types of materials.</i>	Location(s) of Collection: <i>Where is the collection stored?</i>

Storage: *Number and type of containers your collection is currently housed in.*

#	Notebook binders	#	File cabinets
#	Boxes	#	Other:

<p>Document type: <i>Check all that apply. Use "other" for items not on list.</i></p> <p><input type="checkbox"/> Family group sheets, charts</p> <p><input type="checkbox"/> Compiled genealogies (typed and handwritten)</p> <p><input type="checkbox"/> General genealogical research (notes, etc.)</p> <p><input type="checkbox"/> Letters/correspondence</p> <p><input type="checkbox"/> Military records</p> <p><input type="checkbox"/> Diaries/Journals</p> <p><input type="checkbox"/> Deeds</p> <p><input type="checkbox"/> Estate papers</p> <p><input type="checkbox"/> Vital records (certificates of birth, marriage, death)</p> <p><input type="checkbox"/> Other :</p> <p>Date range of original items: <i>Note date of original items only.</i></p>	<p>Special Formats: <i>Check all that apply. Add special formats as necessary.</i></p> <p><input type="checkbox"/> General oversized (diplomas, certificates, charts)</p> <p><input type="checkbox"/> Artifacts (medals, etc.)</p> <p><input type="checkbox"/> Film (negative, slide, microfilm, etc.)</p> <p><input type="checkbox"/> Photographs (loose)</p> <p><input type="checkbox"/> Photograph albums</p> <p><input type="checkbox"/> Scrapbooks</p> <p><input type="checkbox"/> Other bound volumes (family bible, etc.)</p> <p><input type="checkbox"/> Digital media (diskettes, flash drives, CD or DVD)</p> <p><input type="checkbox"/> Born digital</p> <p><input type="checkbox"/> Other :</p>	<p>Conservation and Preservation: <i>Issues relating to condition.</i></p> <p><input type="checkbox"/> Tape</p> <p><input type="checkbox"/> Metal fasteners (rusty clips, staples, other)</p> <p><input type="checkbox"/> Mold or water damage</p> <p><input type="checkbox"/> Insect or mice damage</p> <p><input type="checkbox"/> Excessive dirt / dust</p> <p><input type="checkbox"/> Damaged binding(s) in bound volumes</p> <p><input type="checkbox"/> Brittle paper</p> <p><input type="checkbox"/> Newspapers</p> <p><input type="checkbox"/> Other :</p> <p>Professional help: <i>Will you need to consult an expert about any item?</i></p>	<p>Supply needs: <i>What to purchase to properly store your collection.</i></p> <p>Boxes:</p> <table border="1"> <tr> <td>#</td> <td>Record cartons</td> </tr> <tr> <td>#</td> <td>Document boxes (legal/letter size)</td> </tr> <tr> <td>#</td> <td>Oversized (note dimensions):</td> </tr> <tr> <td>#</td> <td>Other:</td> </tr> </table> <p>Folders:</p> <table border="1"> <tr> <td>#</td> <td>Legal</td> </tr> <tr> <td>#</td> <td>Letter</td> </tr> <tr> <td>#</td> <td>Other:</td> </tr> </table> <p>Other supplies:</p> <table border="1"> <tr> <td>#</td> <td>Plastic sleeves</td> </tr> <tr> <td>#</td> <td>Photo supplies</td> </tr> <tr> <td>#</td> <td>Other:</td> </tr> </table>	#	Record cartons	#	Document boxes (legal/letter size)	#	Oversized (note dimensions):	#	Other:	#	Legal	#	Letter	#	Other:	#	Plastic sleeves	#	Photo supplies	#	Other:
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Identify document types



Saturday April 18-1903
Lynn and I left home taking the
thirty twenty train from Philadelphia
on Friday afternoon for New York.
After a comfortable night's rest, being
called at seven for early breakfast
at the steamer, we were on board of the Kronprinz
Wilhelm in season to start out on
our trip at ten o'clock sharp.
from the New York side. Her next
starting being made from her own
Hoboken slips, just ready for sail.
We find most instructive of the passengers
to be Jews and Germans. about
twenty Americans (well blooded men all)
The German language is everywhere
to be heard. At our table sat
Mr. Arvas next Mrs. Parker, the Mrs. G.
Mrs. Neuberger, Mrs. Jakob Schilder's child
Dr. Jara Schlegelstein, Mr. Louis Seamburger
Mr. Waizer, Mrs. Mrs. Jean C. Raegle (former
(family matters)

1903 travel diary

[FORM 95.]

STATE OF NEW HAMPSHIRE.

To the Honorable Judge of Probate for the County of Carroll:

Your petitioners Lizzie Perry and _____
of Hopkinton, in said County, respectfully represent that they
are residents of Hopkinton, in said County, and are husband and wife, living
together in that relation; that Harland B. Kelley, a minor, now residing at
Hopkinton, in the County of Carroll, is a legitimate
child of Fred A. W. Kelley and Lavinia (Rodwick) Kelley; that same child was born at
Second day of August, A. D. 1897; and
has been abandoned by his parents
that they are desirous of adopting said child as their own, and as a change of its name; that they are of
sufficient ability to bring up said child, and to furnish suitable nurture and education, having reference
to the degree and condition of its parents; and that it is fit and proper that such adoption should take
effect.

Wherefore they pray that such adoption may be decreed, and that the name of said child be changed
to _____

Dated the twenty-third day of February, A. D. 1906

Lizzie Perry
Harland B. Kelley

and _____

respectfully represent that they are husband and wife, and parents of a minor, who is named in the fore-
going petition of _____ and _____
; that said child was born at _____, on the _____
day of _____, A. D. _____, and that they
hereby give their full consent, respectively, to the adoption of said child and a change of its name agreeably
to the prayer of said petition.

Dated the _____ day of _____, A. D. 1906

Signed in presence of _____

1898 Adoption Petition

Identify other formats



Tip

Handle materials gently

Arrangement



- Is there an order to the materials?
- Are the materials in labeled folders? Does the folder label match up to the contents?
- Photos – loose?
In albums? Identified?

Review current storage methods

- File cabinets and folders
- Binders
- Digital media
 - Computer
 - CDs/DVDs
 - Flashdrive
 - Audio and video tapes



What do I keep?

Save

- Genealogical research
 - Family group sheets, charts
 - Compiled genealogies, narratives
- Vital records (originals and copies)
- Journals, diaries, ledgers
- Correspondence, cards, invitations
- Deeds, estate papers
- Bibles with family records
- Educational and military records
- Scrapbooks, autograph books
- Photographs, photo albums

What about...

- Newspapers
 - Keep clippings of obits, announcements
 - Entire newspaper?
- Genealogical research collections
 - Pamphlets, brochures
 - Conference or class materials
 - *Weed out duplication!!!!*
- Club, church, or genealogy newsletters
 - Anything related to your family?
 - Consider keeping representative copy

Getting Ready

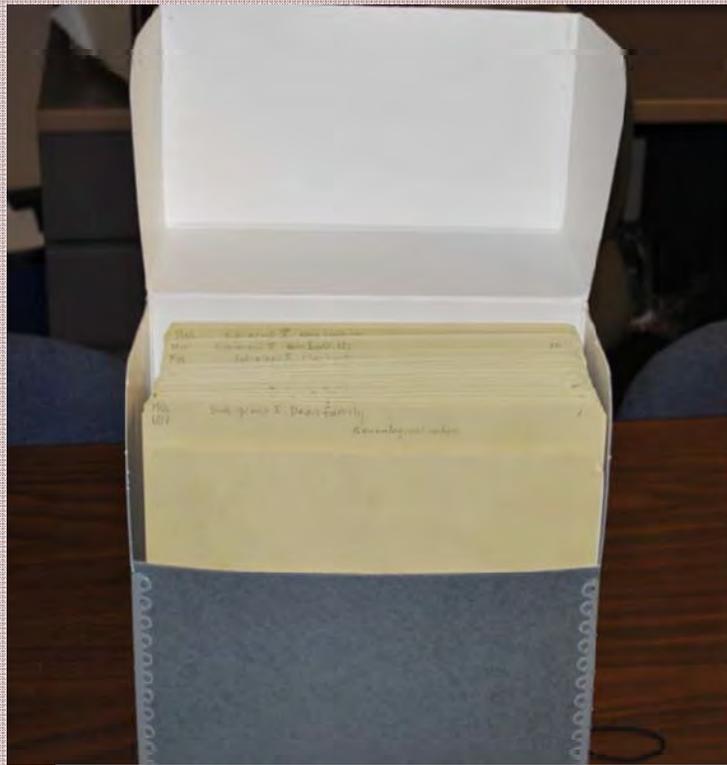
- ✓ Gather all materials together in one area
- ✓ Clear a large workspace with plenty of light
- ✓ Have a genealogical chart or report handy
- ✓ Have your survey worksheet ready
- ✓ Wash your hands!

When to do a survey?

- Make sure you can devote time to the project
- Can do this process in chunks
- It's an ongoing process

Preservation Issues

Preservation vs. Conservation



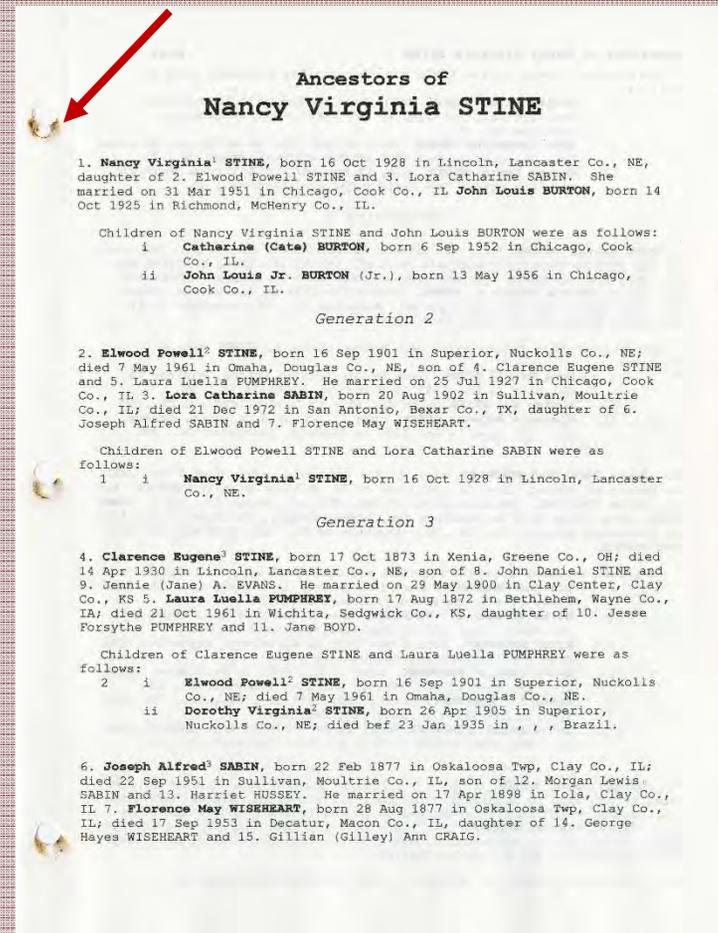
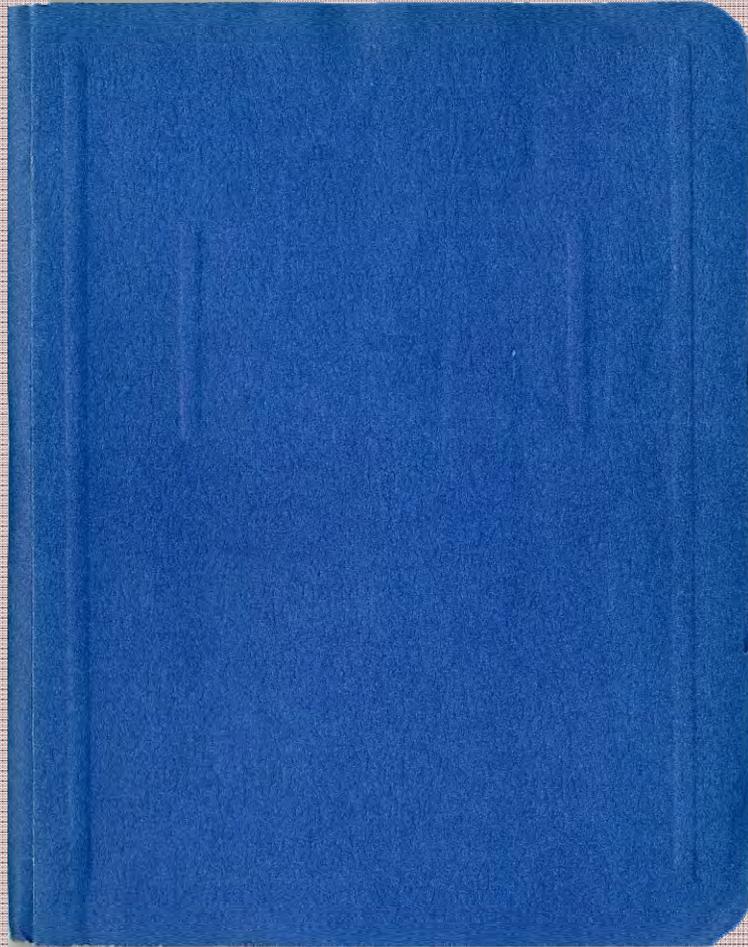
Identify preservation issues



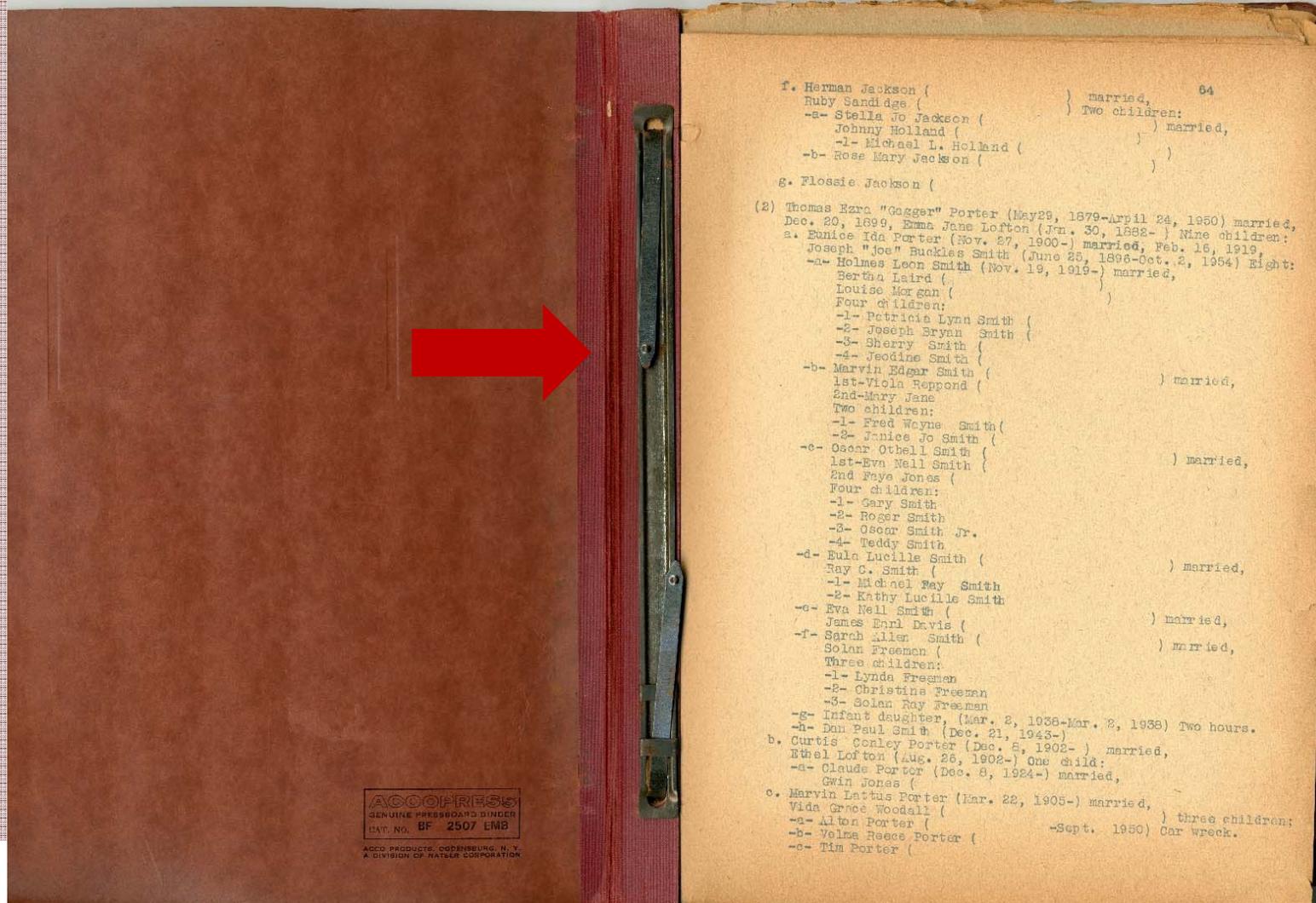
What's Bad

- Rust - paper clips, staples, etc.
- Rubber
- Folds/creases
- Adhesive - tape, glues, etc.
- Mold
- Insects and rodents
- Humidity
- Light
- Temperature

Preservation Example

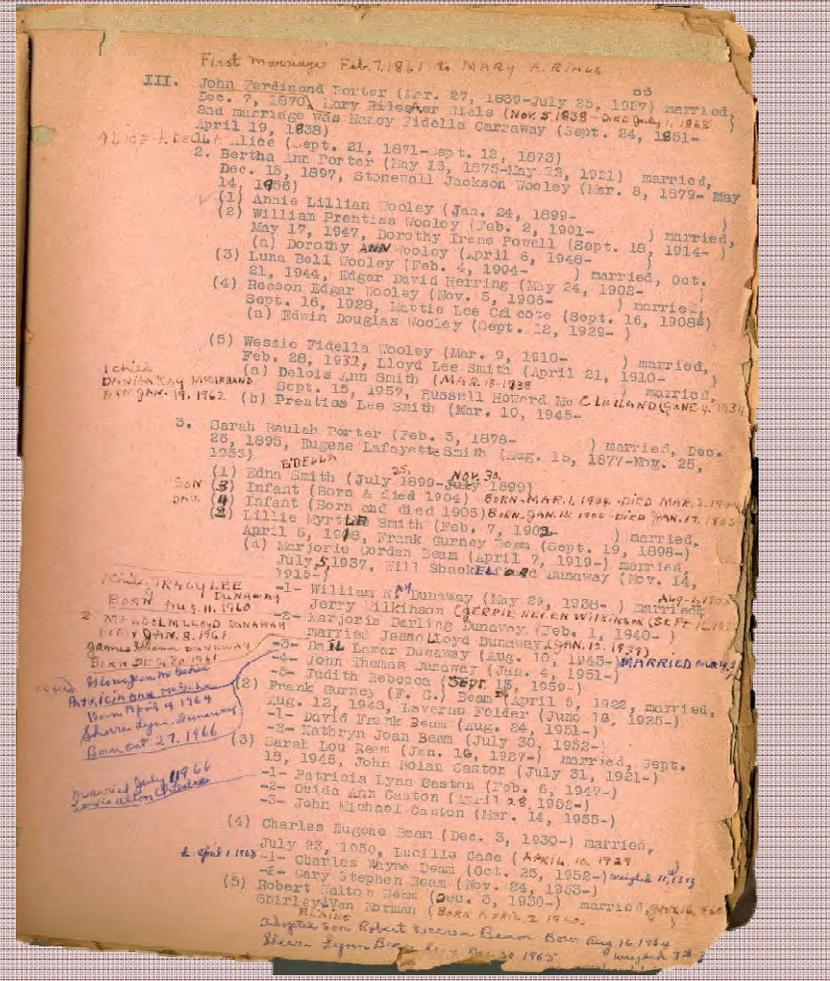


Preservation Example



Decisions to make

- Definitely remove from present enclosure
- To keep or throw away?
 - Does another copy exist in the collection?
 - Make sure annotated information is recorded elsewhere
- If you choose to keep, create preservation copy



Do no harm!!!

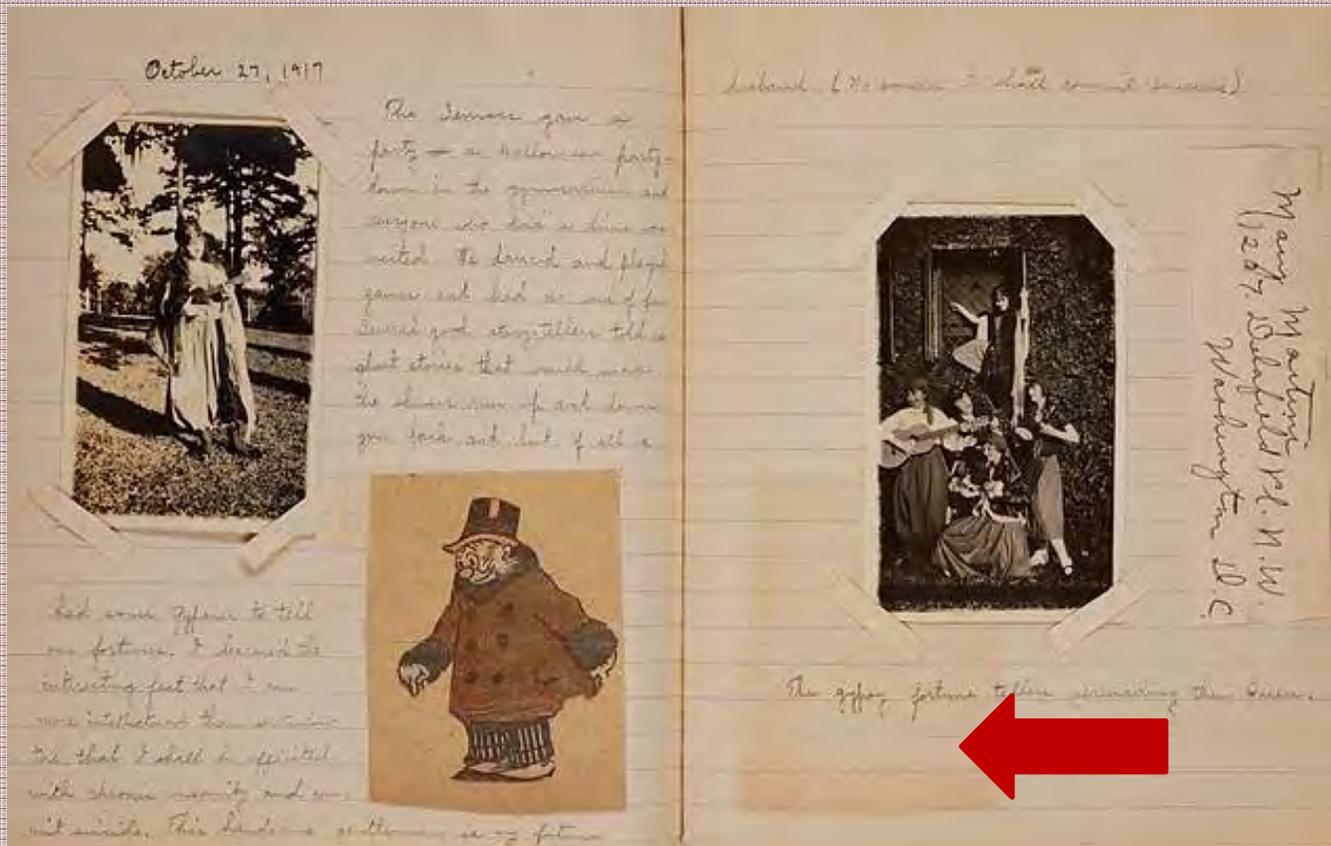
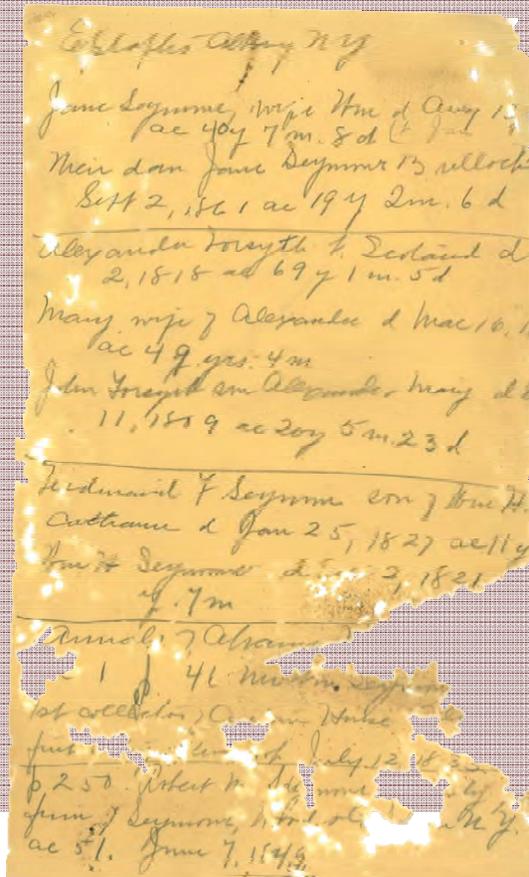


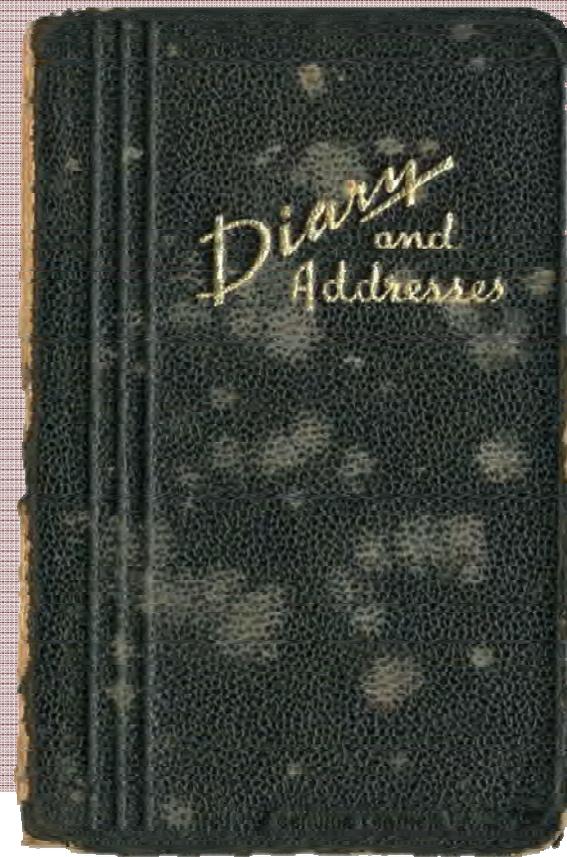
Image from Marion Emerett Colman Scrapbook from Florida State Special Collections

Conservation Example

Insect damage



Mold on diary



AIC

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INSTITUTE FOR
CONSERVATION
OF HISTORIC AND
ARTISTIC WORKS

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www.conservation-us.org

NORTHEAST DOCUMENT CONSERVATION CENTER

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Free Resources

FREE RESOURCES

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- dPlan™: The Online Disaster-Planning Tool
- COSTEP: Coordinated Statewide Emergency Preparedness
- Digital Preservation
- Preservation 101
- Preservation Education Curriculum
- Preservation Leaflets
- NEDCC Publications
- Funding Opportunities
- Resources for Town, Municipal, and County Clerks
- Vital Records Replacement
- Preserving Private and Family Collections
- Further Reading on Preservation

Part of NEDCC's mission is to help improve the conservation efforts of libraries, archives, historical organizations, and museums.

The Center offers many free resources and services that help support the preservation efforts of cultural heritage institutions as well as private and family collectors.

NEDCC's free services and resources are made possible in part by support from the National Endowment for the Humanities. Many of the Center's resources were developed with support from the Institute of Museum and Library Services, the Andrew Mellon Foundation, the Massachusetts Cultural Council, corporate sponsors, and other funding agencies and private foundations.

Ask NEDCC NEDCC answers your preservation questions for free	Disaster Assistance NEDCC offers free 24/7 phone advice on damaged collections	dPlan The Free Online Disaster-Planning Template	COSTEP Coordinated Statewide Emergency Preparedness Framework
Digital Preservation Resources Further Reading on Digital Preservation	Preservation 101 The Free Online Introduction to Preservation	Preservation Education Curriculum A free, ready-to-use curriculum for Masters of Library Science Programs	Preservation Leaflets Free printable Leaflets with information on a wide variety of preservation topics
NEDCC Publications Publications to help preserve your collections	Funding Sources Sources for funding conservation or preservation	Resources for Town and Municipal Clerks Free advice from professionals	Vital Records Replacement Guidelines for replacing important personal documents and records
Preserving Private and Family Collections	Further Reading on Preservation		

HELP SUPPORT AMERICA'S COLLECTIONS

CROWDFUNDING FOR PRESERVATION

Are you interested in history? Would you like to play an important role in the preservation of America's historical artifacts?

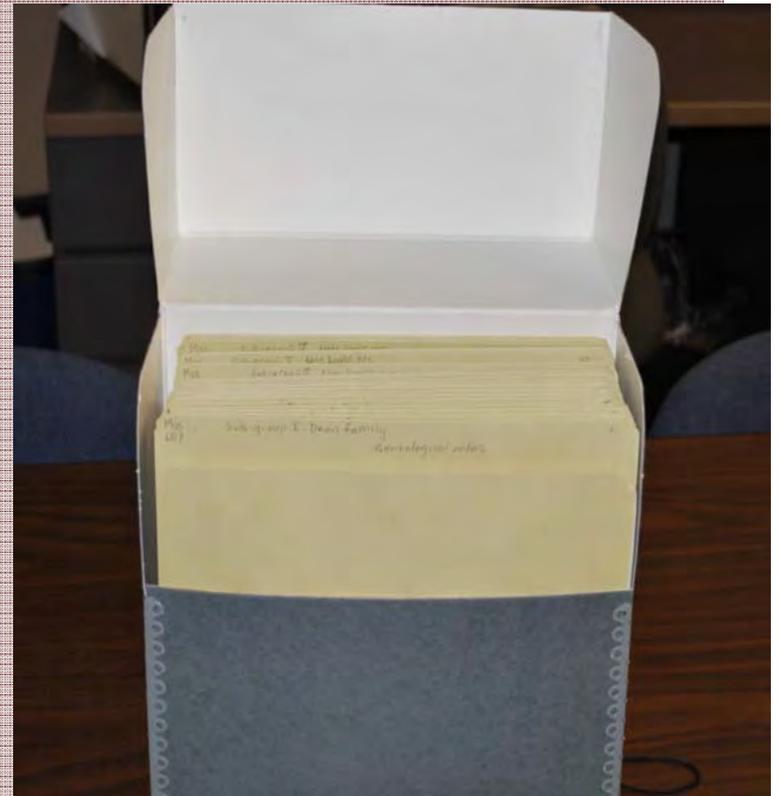


www.nedcc.org/free-resources/overview

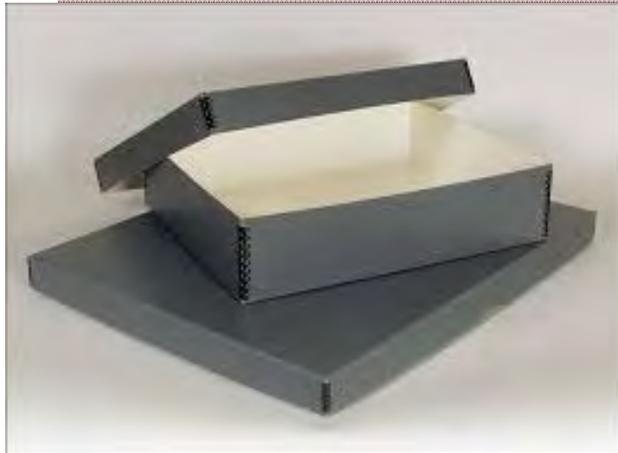
Storage and Enclosures

Storage Best Practices

- Store papers inside folders or boxes
- Try not to crowd papers
- Make sure items fit enclosures
- Don't mix your materials
 - Separate newspaper from family letters or photos stored paper



Storage Options



- Ideally, store scrapbooks, albums flat, and oversized documents/items
- Place loose photos in album or other archival quality containers



Bound Volumes

- Don't take apart if possible
- Falling apart?
 - Remove items
 - Store separately
 - BUT keep in original order



Storage options



Clamshell box from Gaylord Supplies

Possible Storage Options



Artifacts



Why Archival Supplies?

- Provides a stable environment for materials
- Prioritize your needs
 - Can't afford?
 - Use present enclosures but monitor for possible deterioration
- Acid-free, lignin-free
 - Buffered vs. Unbuffered storage materials



NEHGS Special Collections Stacks

Save
20% when you spend \$500*
15% when you spend \$250
10% when you spend \$100

Keep your collections cool with this hot deal...
Use code **SHADE17** in your cart
SAVE NOW

*Ends 08/22/17. Some exclusions apply. Click for details.

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Frank Wall-Mount Showcase

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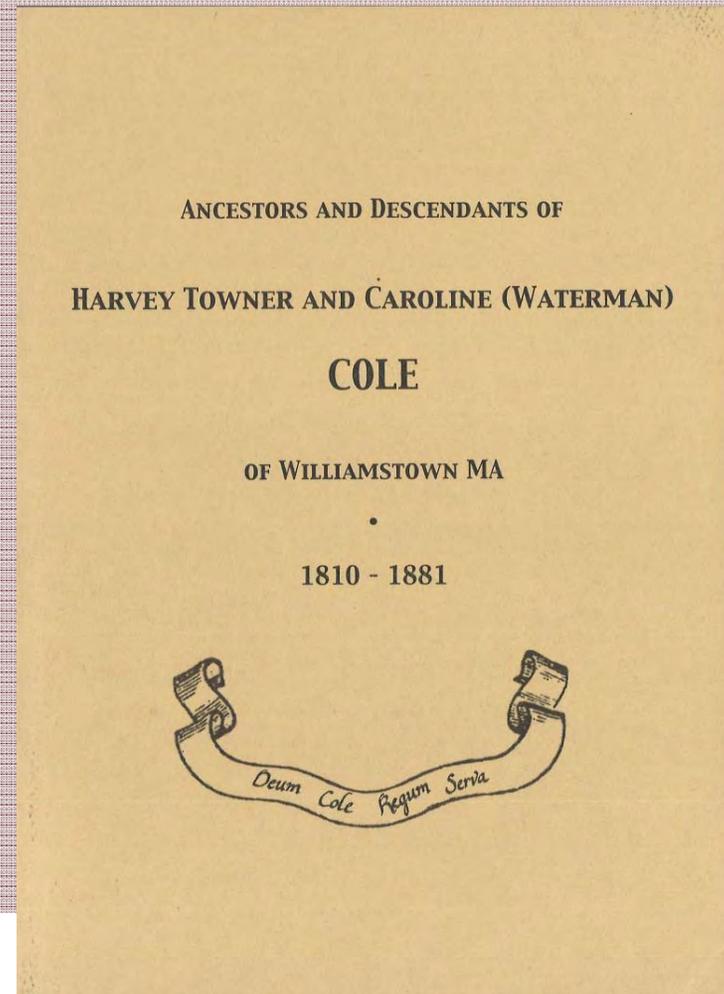


www.gaylord.com

Surveying a collection: A Case Study from NEHGS

George Wirt Clapp Family Collection

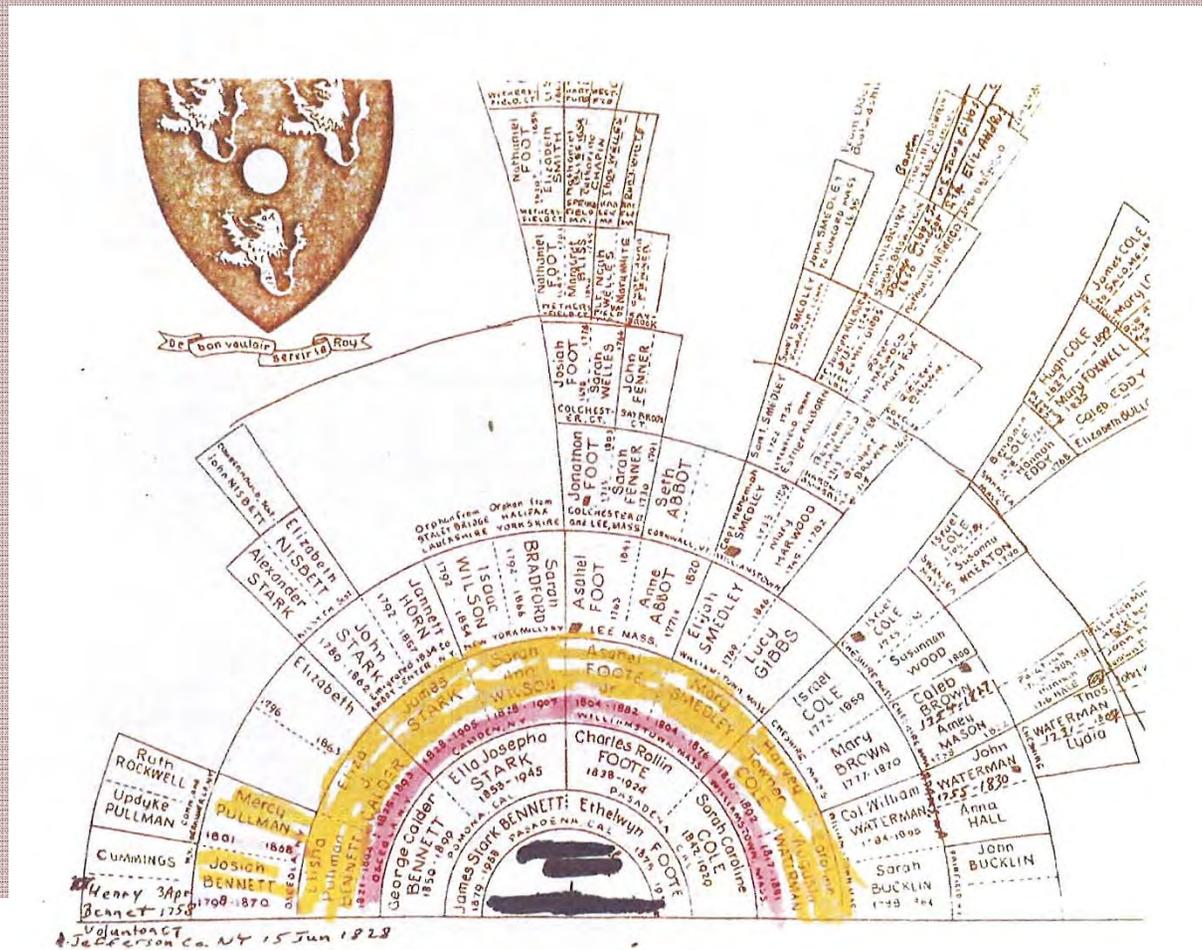
- Bennett, Foote, Cole, and Stark families
- Mix of genealogical research and family papers and photos
- Papers passed down to descendant (niece) of the compiler



First step



Consulting family chart for relationships



Survey worksheet

Collection name: _____ Date of Survey: _____

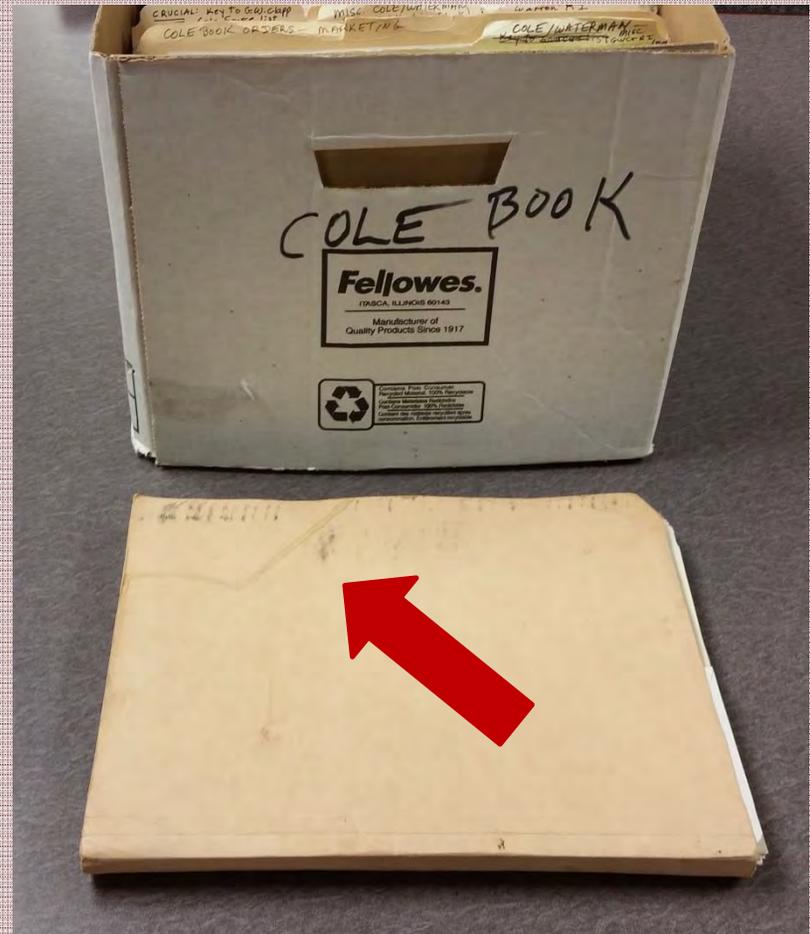
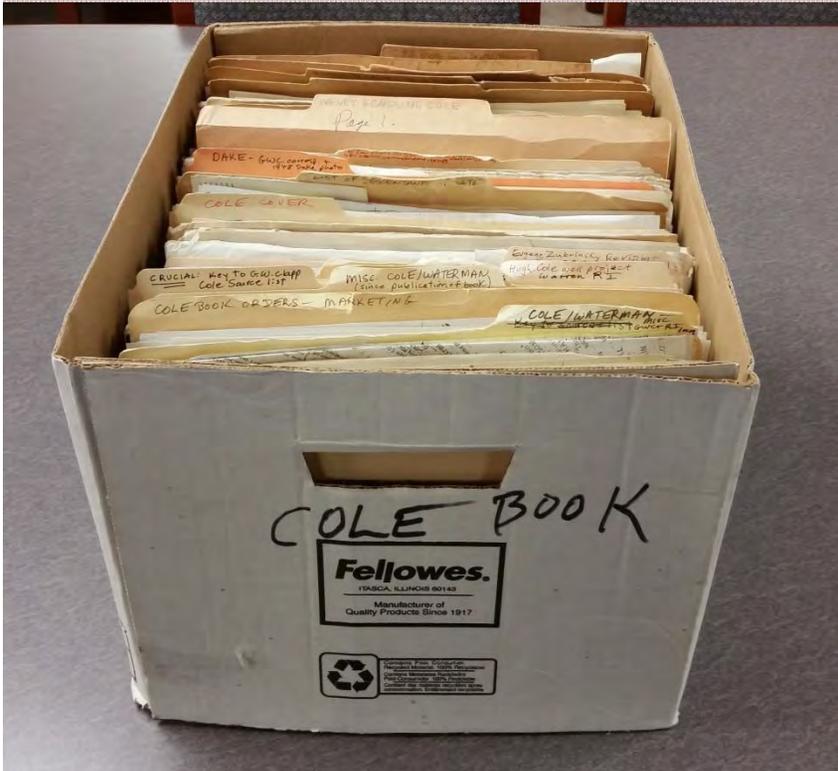
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Carton contents



Remove rusty clips

v = card made

SOURCES
COLE references
(to go at end of COLE family)

Towns in text
Seco for map.
Barrington RI
Plymouth MA
Swansea MA
Warren RI
Shelburne VT
Royalston MA
Cheshire MA
Fort Ticouderoga
(near L. George, NY)
Barnstable MA
Ashfield MA

FOUNELL

Salem
Boston
Scituate
Barnstable

1 (131)
2 (3)
3 (73)
4 (259)
5 (51) → 6 (69)
7 (58) → 8 (154)
9 (113) → 10 (113) (different reference than 9)
11 (7)
12 (33)
13 (A)
14 (B)
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11 (7)
12 (33)
13 (A)
14 (B)
15 (C)

(A red arrow points to the word "SOURCES" in this image)

Cole-Foote family items



Bound volume in collection

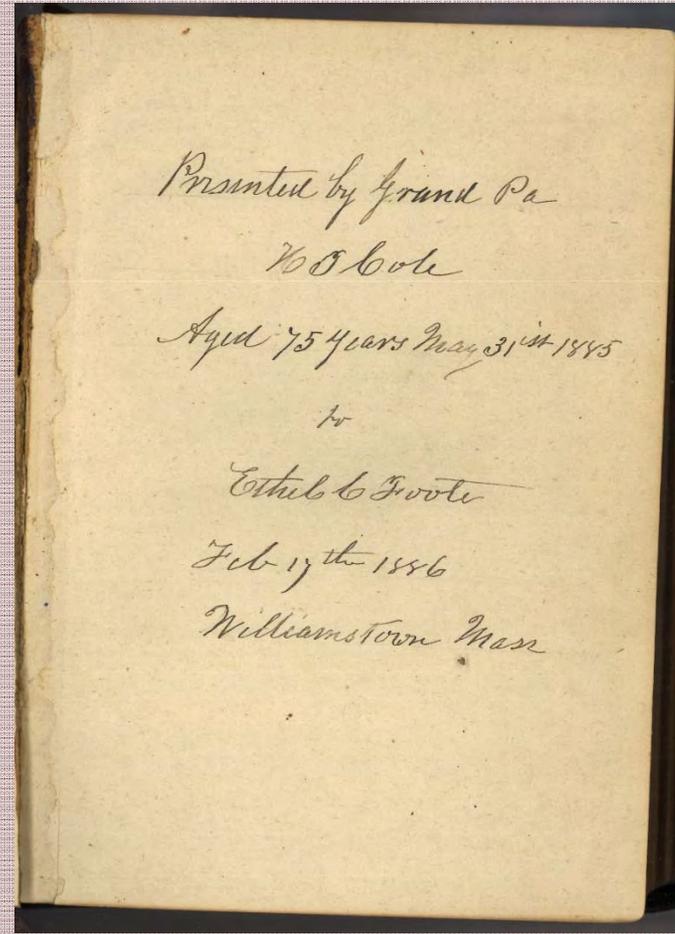
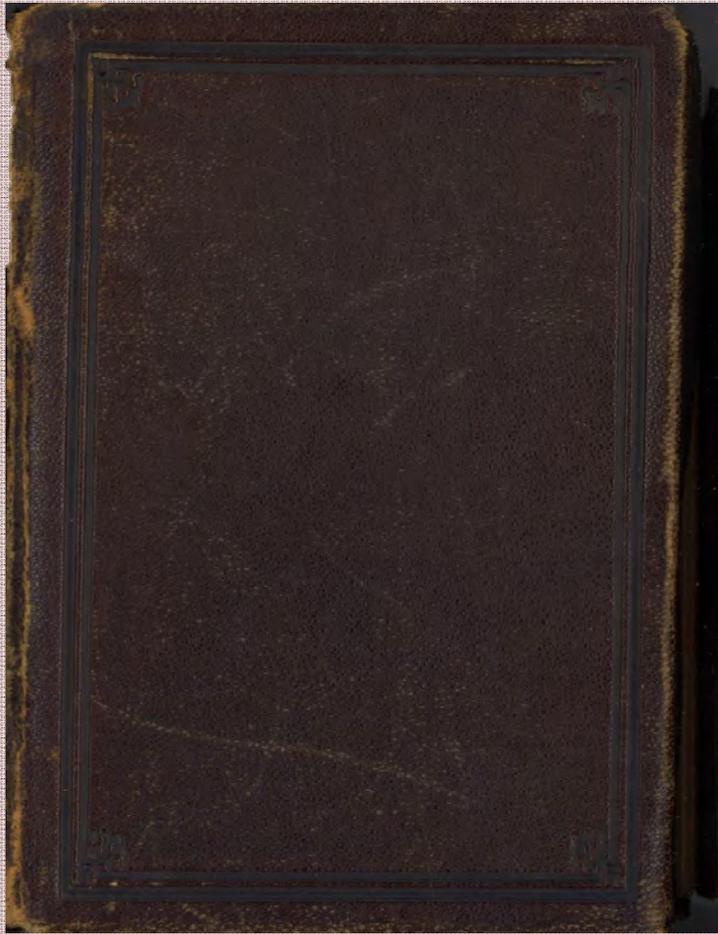
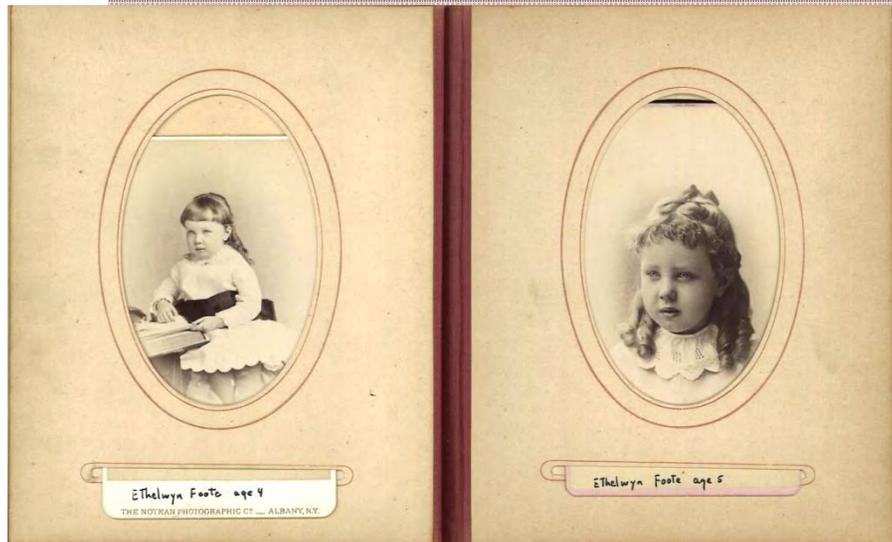


Photo album



Provenance of photo album



- Album of Sarah Caroline Cole Foote
- Placed in box on 25 July 1957 by Caroline Bennett Fogle to Louise (Bennett) Clapp
- Box not opened until 24 July 1983!

What should we do?

- Speak to conservator?
- Make preservation copy?
- Should I remove them??

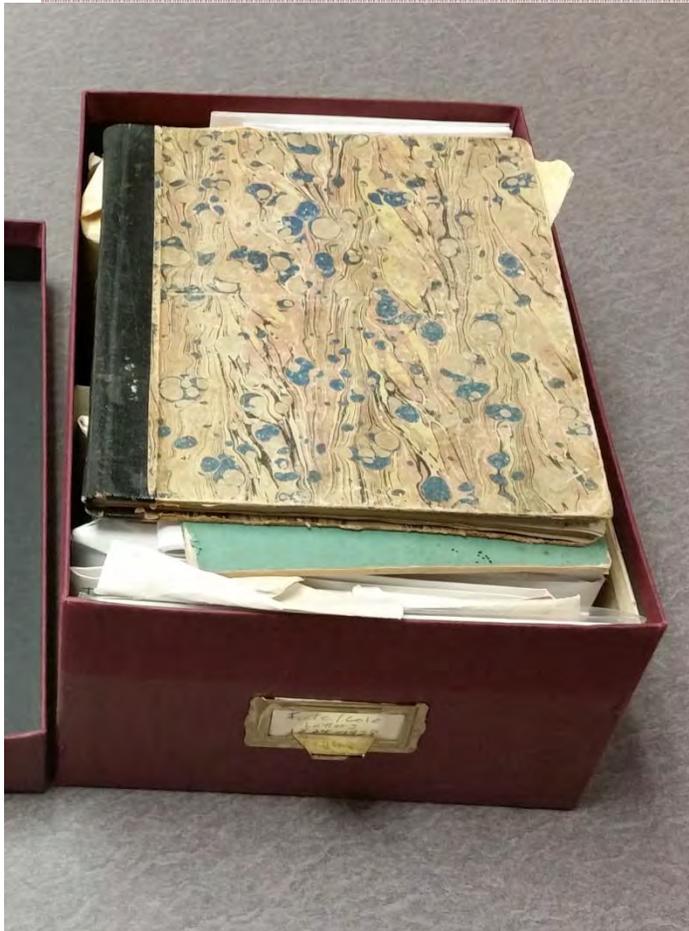


The purple box

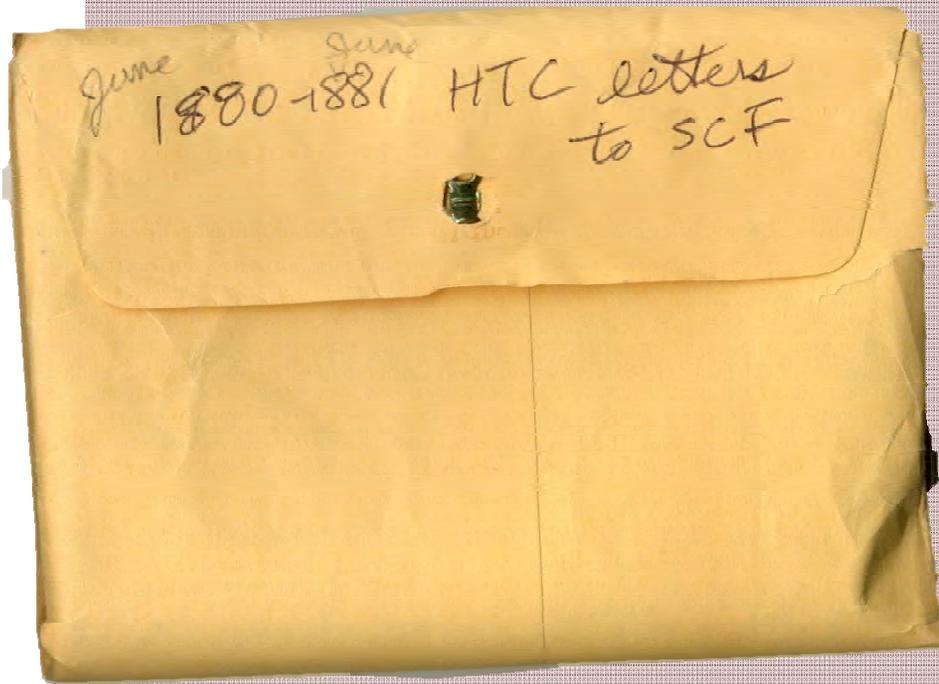


- Found in carton labeled “Cole-Foot Family Papers”
- Content label “Foote-Cole letters 1824-1928”

Let's take a look...



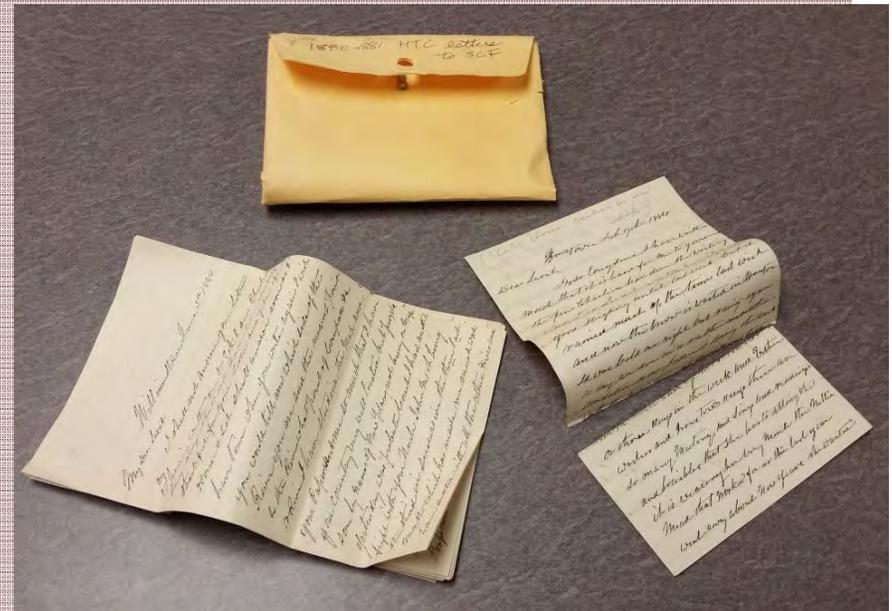
Example



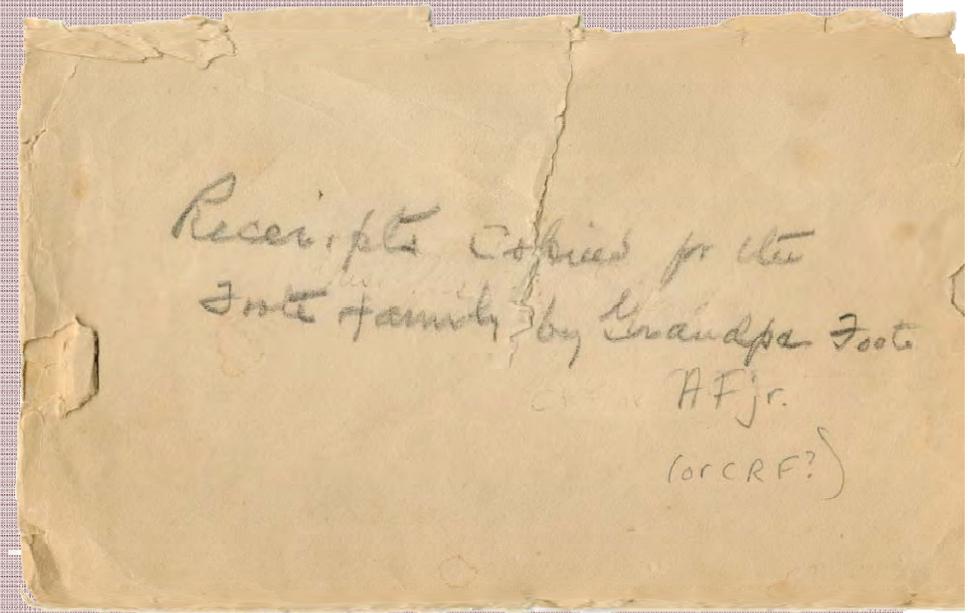
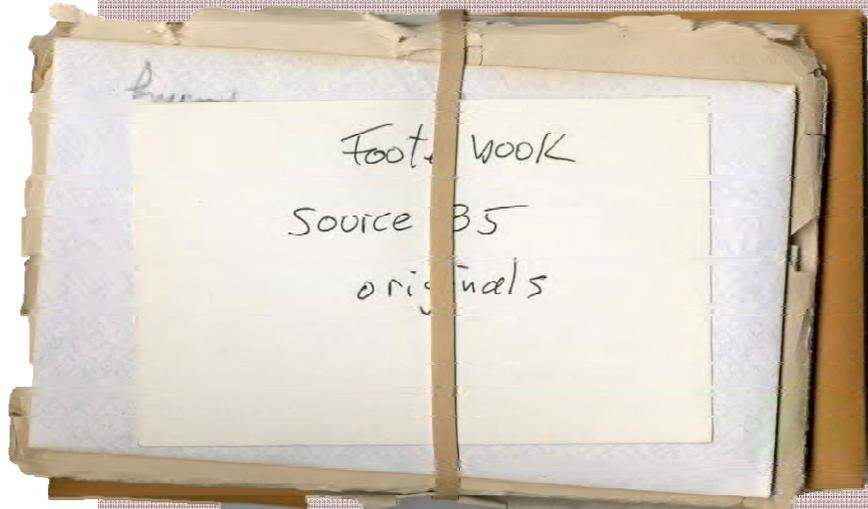
- Folded manila envelope with seven letters
- To do?
 - Let's remove the contents to check condition
 - Next identify the people with initials HTC and SCF

Contents

- Letters are curled
- Tears in two of the letters along the fold
- Identified SCF as Sarah (Cole) Foote and HTC as her father, Harvey Towner Cole
- What to do?



Remove rubber bands

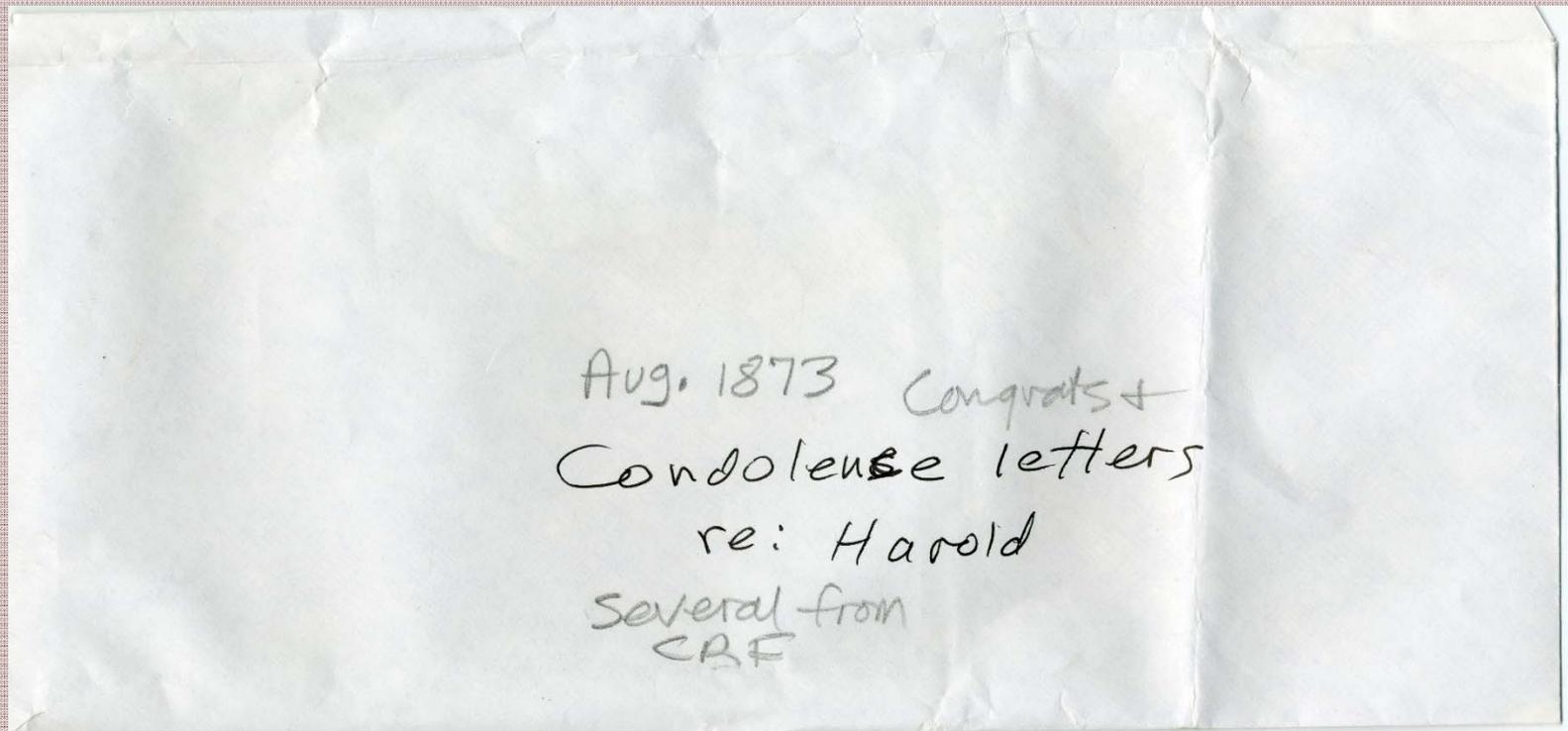


Handwritten recipe book

Cakes.
Tunbridge Cake. Take 5 oz. of butter
mixt. 1 lb. of flour, then mix 6 oz. of sugar
beat and strain 2 eggs and make into
a paste. Wash over with the white of an egg
brush with sugar and bake in tin pans.
Shrewsbury Cake.
1 lb. of flour, 1/2 lb. of butter, 3/4 lb. of sugar
3 eggs and a little more beaten till
it, and baked in tin pans.

stir thoroughly and leave till morning.
Then strain through a cullender, add 1/2
pints of water and mix the flour in
a bowl or tray and leave it to rise. When
risen put it into pans and bake immediately.
Boston Brown Bread.
2 qts. of Indian meal, 1 do. of rye flour,
1 teacup of home brewed yeast, 1 gill
of molasses, 2 teaspoons of salt, 1
do. of saleratus.
Brown Bread.
3 pints of Indian meal, 1 do. of rye,
1/2 do. of molasses, 1/2 do. of yeast, 1/2 tea-
spoon of salt. Mix with warm water
or milk, and let stand until light.
Then stir in a teaspoon of saleratus,
let it again get light, and bake
in a hot oven, leaving it in over night.
Soda Biscuit.
1 qt. of flour, wet with sweet milk - 2 tea-
spoons of cream of tartar, 1 of soda, and a little
the salt. The tartar should be sifted.

Condolence letters



Some of the contents

Baby's Hair.
(Harold Foote)
Baby's hair

Aug. 1873 Poem re: Death
of Harold by Asahel Foote

1873 poem baby Harold's
death by Asahel Foote

Dried flowers taken from Baby's
hand

Flowers-
Taken from Baby's hand.
(Harold Foote)

Oversized Documents

Poughkeepsie, N. Y., March 25th 1879

Mrs James Oton.

To LEONARD CARPENTER'S SONS, Dr.,
Fine Groceries, Teas, Coffees, Spices, Fruits, &c.,
 NO. 320 MAIN STREET.

L. CARPENTER, JR.
W. B. CARPENTER.

1878	10	To 3 Dz Eggs .75	2 Lemons .08	83
Oct	12	" 2 Butter .54	" 16 th Ad Candles 30	84
	16	" 1/4 Soda .04	4 qts Sweets 13	17
		" 14 Flour 70	18 Gra. Sugar 1.00	170
	21	" 3 Meal Flour 15	4 C. Flour 12	27
		" 2 Lemons .06	1 Bot Oil 50	1 Bread .04
	24	" 1/2 C. Tea .50	1/2 Pk Sweets 13	3 Meal 18
				81
				5 24
		By 2 3/4 Oat Meal Flour		13
				5 11
	26	To 4 qts Sweets 13	30 th 3 Dz Eggs 84	97
	30	" 14 Flour 70	4 qts Sweets 13	85
		" 2 qts C. Salt		06
Nov	4	" 4 " Sweets 15	1 Squidflower 30	45
				24

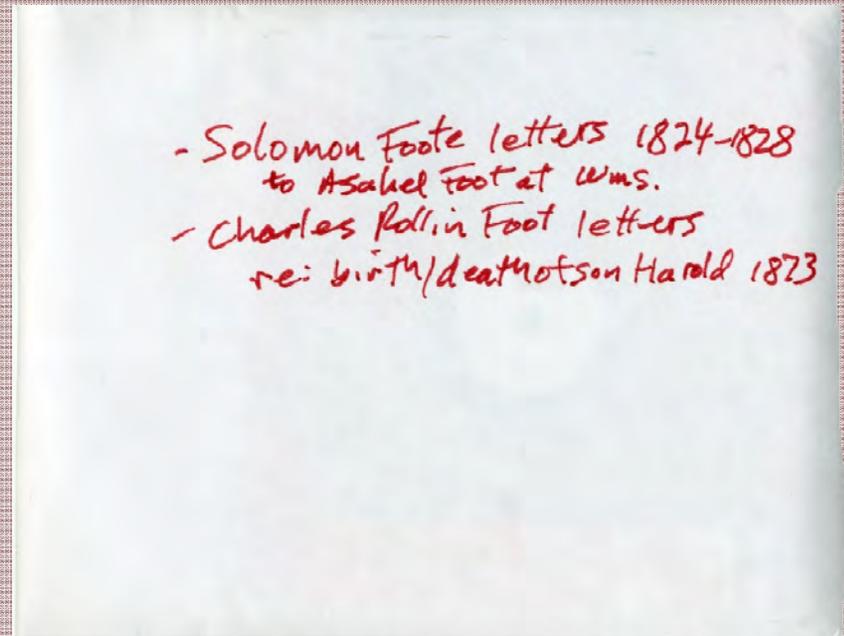
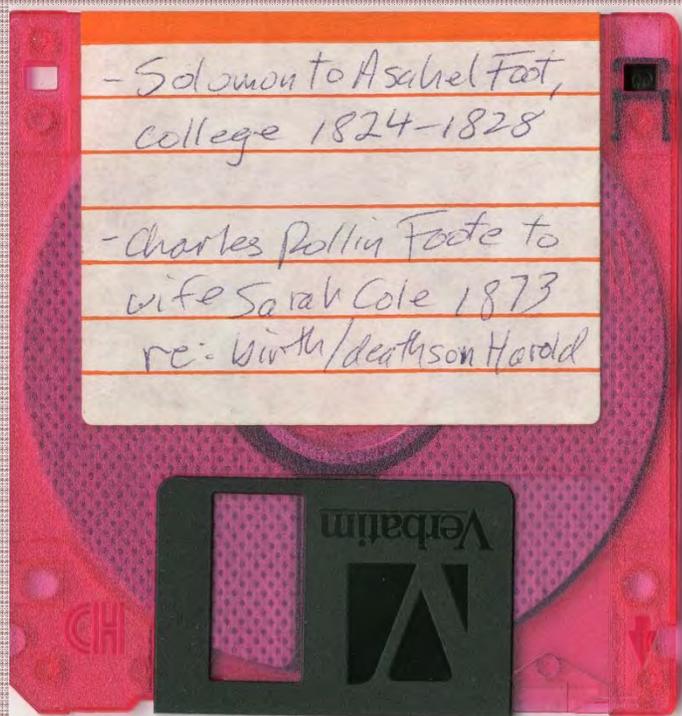
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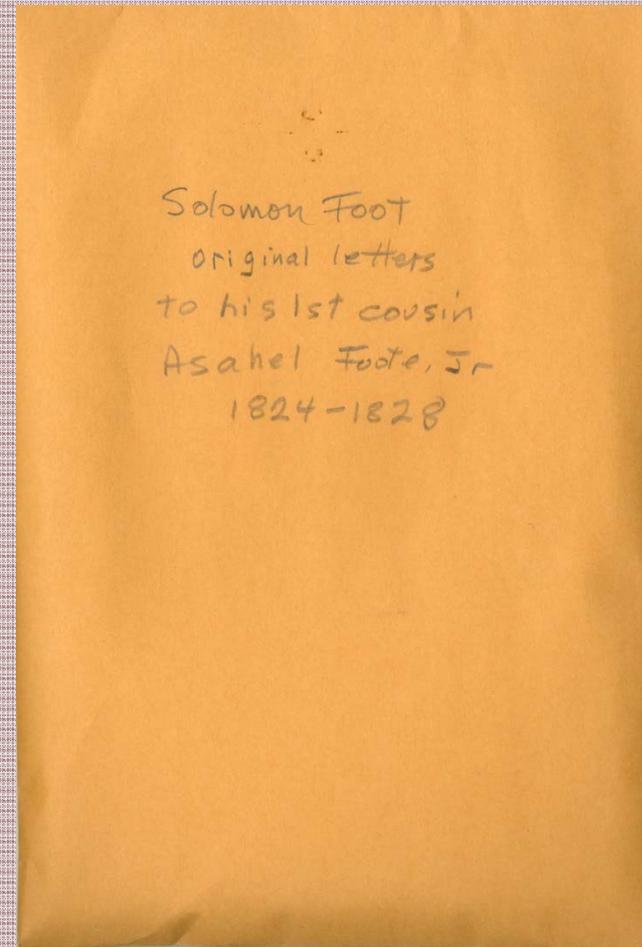
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12	" 2 Butter .54	" 16 th Ad Candles 30	84
16	" 1/4 Soda .04	4 qts Sweets 13	17
	" 14 Flour 70	18 Gra. Sugar 1.00	170
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	" 2 Lemons .06	1 Bot Oil 50	1 Bread .04
24	" 1/2 C. Tea .50	1/2 Pk Sweets 13	3 Meal 18
			81
			5 24
		By 2 3/4 Oat Meal Flour	13
			5 11
26	To 4 qts Sweets 13	30 th 3 Dz Eggs 84	97
30	" 14 Flour 70	4 qts Sweets 13	85
	" 2 qts C. Salt		06
4	" 4 " Sweets 15	1 Squidflower 30	45
	" 1 Prunes 16	1/2 Cheese .08	24
11	" 1 Butter 10	10 Gra. Sugar 1.00	1 10
	" 3 Dz Eggs .84	1 Bot Blue 25	1 09
	" 2 Raisins .40	4 qts Sweets 15	51
12	" 1 Gal Molasses .65	18 th 1/2 Bush Ots 50	1 15
18	" 4 qts Sweets 15	14 Flour 70	85
	" 1 qts C. Berries 12	23 rd 4 qts Sweets 15	27
23	" 2 qts Cinnamon .50	2 Lemons .06	16
30	" 1/2 C. Tea .50	6 Oranges 30	80
	" 8 Gra. Sugar .83	14 Flour 70	1 53
	" 4 qts Sweets 15	1 Dz Eggs 30	48
11	" 4 qts Sweets 15	14 Flour 70	85
	" 1 Dz Eggs 30	18 Gra. Sugar 1.00	1 30
	" 1 M Cracker 12	4 Graham 20	32
	" 2 Lemons .06	10 Bot Florida 50	60
	" 1 Annual 25	11 th 1 Dz Eggs 30	55
17	" 1/2 Bush Ots 50	14 th 12 th Pepper 06	55
19	" 6 Oranges 30	2 nd 20 th Orange 30	60
21	" 4 Lemons 16	20 th 4 qts Sweets 15	31
26	" 4 qts Sweets 15	1 M Cracker 12	30
27	" 6 Oranges 30	1/2 Seal 50	75
30	" 6 Oranges 30	3 rd 1/2 Figs 13	38
31	" 2 Oat Meal 12	1 M Cracker 12	24
	" 1 Annual 25		25
			2260

Digital media



Found original letters!

1824-1828 letters by
Solomon Foot to his first
cousin, Asahel Foote, Jr.



Can we access genealogical data?

OLD → Mac 059.2

+ Cole corrections
Eugene Cole Zubrinsky
2 Sep 2005
(not final)

+ our Smedley/ged
3/28/05

+ ~~hoste~~ 16 May 05
disk

Family tree
database



Review Survey sheet

Collection name: _GEORGE WIRT CLAPP FAMILY COLLECTION_

Date of Survey: 1-17-2018

<p>Families in collection: <i>List surnames; include allied lines.</i></p> <p> Foote, Bennett, Stark and Cole; allied lines include the Orton family</p>	<p>Major contributors to collection: <i>Note major creators of material (i.e. you, your grandparents, etc.).</i></p> <p>George Wirt Clapp, Harvey T. Cole, his daughter Sarah (Cole) Foote Asahel Foote, Charles Rollin Foote Ethelwyn (Foote) Bennett</p>
<p>Collection Summary: <i>Summarize the types of materials.</i></p> <p>Genealogical research for the Cole book and family papers.</p>	<p>Location(s) of Collection: <i>Where is the collection stored?</i></p> <p>Special Collections workroom</p>

Storage: *Number and type of containers your collection is currently housed in.*

#	Notebook binders	#	File cabinets
# 4	Boxes	#	Other: Original manuscript of Cole book

<p>Document type: <i>Check all that apply. Use "other" for items not on list.</i></p> <p><input checked="" type="checkbox"/> Family group sheets, charts</p> <p><input checked="" type="checkbox"/> Compiled genealogies (typed and handwritten)</p> <p><input checked="" type="checkbox"/> General genealogical research (notes, etc.)</p> <p><input checked="" type="checkbox"/> Letters/correspondence</p> <p><input type="checkbox"/> Military records</p> <p><input type="checkbox"/> Diaries/Journals</p> <p><input type="checkbox"/> Deeds</p> <p><input type="checkbox"/> Estate papers</p> <p><input checked="" type="checkbox"/> Vital records (certificates of birth, marriage, death)</p> <p><input checked="" type="checkbox"/> Other : recipe book Postcards SCF Report card 1853</p> <p>Date range of original items: <i>Note date of original items only.</i></p> <p><i>1860s to 2005 some transcribed letters pre-date 1860</i></p>	<p>Special Formats: <i>Check all that apply. Add special formats as necessary.</i></p> <p><input checked="" type="checkbox"/> General oversized (diplomas, certificates, charts)</p> <p><input type="checkbox"/> Artifacts (medals, etc.)</p> <p><input type="checkbox"/> Film (negative, slide, microfilm, etc.)</p> <p><input checked="" type="checkbox"/> Photographs (loose)</p> <p><input checked="" type="checkbox"/> Photograph albums</p> <p><input type="checkbox"/> Scrapbooks</p> <p><input checked="" type="checkbox"/> Other bound volumes (family bible, etc.)</p> <p><input checked="" type="checkbox"/> Digital media (diskettes, flash drives, CD or DVD)</p> <p><input type="checkbox"/> Born digital</p> <p><input type="checkbox"/> Other:</p>	<p>Conservation and Preservation: <i>Issues relating to condition.</i></p> <p><input type="checkbox"/> Tape</p> <p><input checked="" type="checkbox"/> Metal fasteners (rusty clips, staples, other)</p> <p><input type="checkbox"/> Mold or water damage</p> <p><input type="checkbox"/> Insect or mice damage</p> <p><input checked="" type="checkbox"/> Excessive dirt / dust</p> <p><input checked="" type="checkbox"/> Damaged binding(s) in bound volumes</p> <p><input type="checkbox"/> Brittle paper</p> <p><input checked="" type="checkbox"/> Newspapers (clippings)</p> <p><input type="checkbox"/> Other:</p> <p>Professional help: <i>Will you need to consult an expert about any item? Yes, ask NEHGS conservator about photo album</i></p>	<p>Supply needs: <i>What to purchase to properly store your collection.</i></p> <p>Boxes:</p> <table border="1"> <tr> <td># 4</td> <td>Record cartons</td> </tr> <tr> <td>#</td> <td>Document boxes (legal/letter size)</td> </tr> <tr> <td>#</td> <td>Oversized (note dimensions):</td> </tr> <tr> <td>#</td> <td>Other:</td> </tr> </table> <p>Folders:</p> <table border="1"> <tr> <td>Yes</td> <td>Legal</td> </tr> <tr> <td>Yes</td> <td>Letter</td> </tr> <tr> <td>#</td> <td>Other:</td> </tr> </table> <p>Other supplies:</p> <table border="1"> <tr> <td>#</td> <td>Plastic sleeves</td> </tr> <tr> <td>Yes</td> <td>Photo supplies</td> </tr> <tr> <td>#</td> <td>Other:</td> </tr> </table>	# 4	Record cartons	#	Document boxes (legal/letter size)	#	Oversized (note dimensions):	#	Other:	Yes	Legal	Yes	Letter	#	Other:	#	Plastic sleeves	Yes	Photo supplies	#	Other:
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Review and Next Steps

- ✓ Completed a survey of our collection
- ✓ Identified and triaged preservation issues
- ✓ Identified necessary supplies for proper storage
 - ✓ Rehouse your collection
- Deal with specific formats
- Digitize and create preservation copies
- Organize



THANK YOU!

AmericanAncestors.org/Education