

Additional Questions Answered During the Live Q&A and Item Showcase

Q: I was thinking of putting papers in folders and then in hanging files. Is this a no-no? Boxes only?

A: It is fine to use other containers, or filing cabinets to store materials in. Something to be mindful of with hanging folders is that they may not be made of acid-free and lignin-free paper. You also want to be mindful of any offgassing the storage materials may put off that could negatively impact your items.

Q: Tips for storing hundreds of letters in envelopes?

A: When storing large numbers of letters and envelopes it is best to remove the letters to store them flat when possible. I like to put the flattened letter in a folder and place the envelope behind it so that any adhesive is not exposed to the materials. You can also use an acid free copy paper between as an interleaving paper.

Q: A map from the 1930's - how is best to preserve it? Folded or flat?

A: It is best to store folded paper items flat if possible.

Q: What kind of wood should we use to box a book?

A: We wouldn't suggest wood because wood is acidic, so it is not a good material for boxing books or paper. You would want to have a box made out of acid-free materials whenever possible so that you won't have acid migration problems.

Q: I have four copies of a 5x7" 1849 book about travels in Europe. Included with each book is a folded 22x16 1849 map of Europe. One map is in fairly good condition, three are pretty brittle. Should the maps be removed from the books for restoration and conservation? Should the maps be stored fully opened?

A: This is one exception to housing things flat. From a preservation standpoint we would usually consider keeping the folded maps within the volume as once separated it is possible to lose the connection between the two. Of course, there are times when it would be best to remove a folded map but there has to be a strong reason to do this.