

Best Archival Practices

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Best Archival Practices

- Collections and archives vary widely based on what is collected and the spaces being occupied.
- This presentation will hopefully give you resources and skills to preserve your collections into perpetuity.

Textiles

- Textiles should be either stored flat in archival boxes or rolled on archival tubes.
- Acid free tissue paper should be used to keep the shape of items like uniforms and to prevent creases in objects that require folding.
- It is important to label all boxed clearly, so they don't have to be opened to know what is inside.
- Always use gloved hands when handling collection items.
- Support all parts



Paper

- Staples and metal paperclips are the enemy – staple extractor/ micro-spatula
- Best way to preserve is to scan image and create place to store everything labeled clearly
- If you do not have the time/resources/patience to scan in every document, put in archival folders and boxes both labeled

Photographs

There are different types of photographs

Albumen (1850s)

Collodion (1867)

Silver Gelatin (1900s)

Color (1960s)

Silver Gelatin

- Silver Gelatin prints are the most common type of photograph produced until color photos took over popularity in the 60s.
- Silver Gelatin are a fairly stable type of print.
 - Most common deterioration is silver mirroring on this process of photography
 - Some angling can help lessen the appearance of silver mirroring.



Color

- Color photographs are caused by dye layers
- Colors are going to fade within a few years if exposed to light
 - They will also fade at different rates based off the dye
- Color photographs have a shorter lifespan than black and white



Photograph Handling

- Gloved hands when touching and only on the edges
- If a marking must be made use a pencil on the back

Preservation Ideal

- Climate controlled spaces
- Unlimited budget and time
- Enough storage
- Never put original on display in light- only copies
- Scan everything

Preservation Reality


- Store items in spaces that can be maintained at a constant temperature. The set temperature may need to be adjusted seasonally. Avoid storing collection items in basements and attics.
- When working with a limited budget, purchase archival folders for documents and photographs over boxes.
- Limit light exposure on collection items. Turn off lights, close blinds and store within enclosures whenever possible.
- Take good photos prior to storing items

Record Keeping

- Collections should be stored properly, but now what?
- Create a spreadsheet of everything within your collection
 - Type
 - Title
 - Date
 - Image
 - Description
 - Location
 - Donor

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Intermediate Girl Scout Uniform, 1943

Identifier
OB1.000600

Date
1943

Dimensions
38.5 in x 29 in

Creator
[Girl Scouts of the USA](#)

Physical Description
Lightweight silver green Sanforized cotton chambray dress with "GS" embroidered on collar, button-down front, long sleeves, 2 patch pockets on six-gored skirt, and one breast pocket.

Content
Wartime shortages of fabrics and metals changed the Intermediate Girl Scout uniform. The basic styling of the dress (OSI-1A) but rather than a zipper opening, the dress was redesigned to have a button front. The new button-down front was considered to be a popular fashion detail that also simplified laundering and ironing. The uniform contains [Read More](#)

Related Collection
[Official Girl Scout Uniforms](#)

Related Subject
[Girl Scout Uniforms](#)

Library of Congress Subjects
[Uniforms](#)

Resources

- Gaylord
 - ☐ Place to buy archival storage
 - ☐ Resource guides
- Talas
 - Supplies
- Graphics Atlas through Image Performance Insitute
 - Help identify photographs
- Amazon

Questions?

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