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7-15-2023

## Preserving Family Artifacts

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# Preserving Family Artifacts

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Ruth E. Bryan  
University Archivist  
University of Kentucky Libraries

Casey County Public Library

July 15, 2023

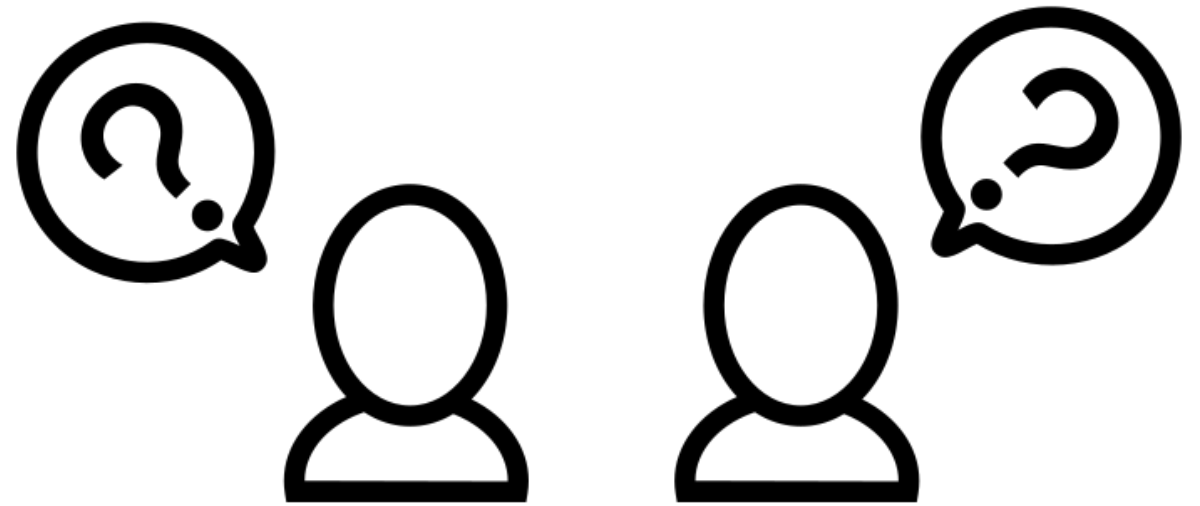
# Presentation Outline

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- ✓ Presentation (about 30 minutes)
- ✓ Q&A/Discussion

# What does “Preservation” mean to you?

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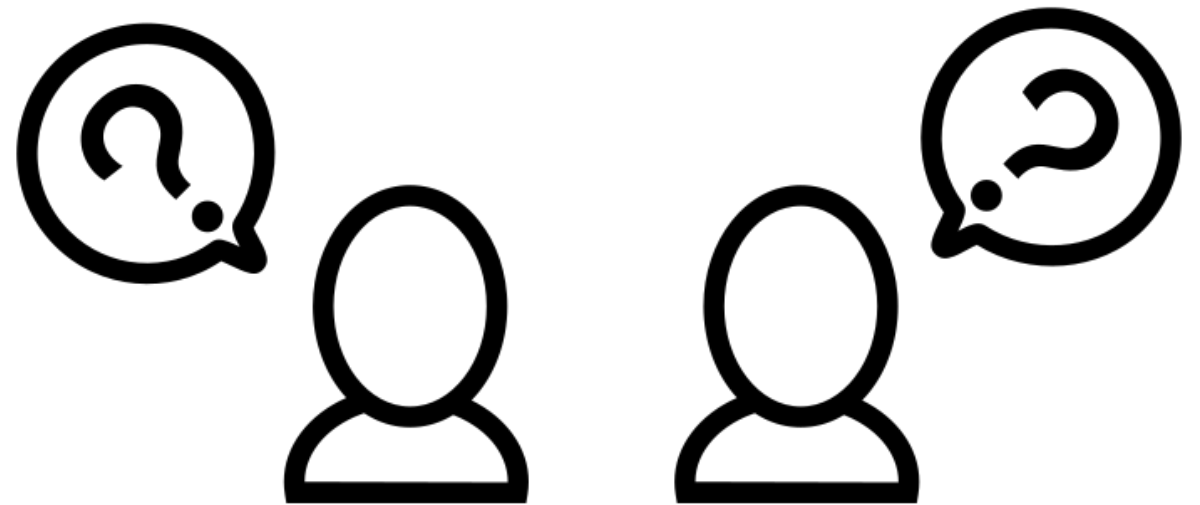
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from the Noun Project

# Preservation

- Stabilization of physical/digital item
- To last as long as possible
- Pro-active
  - Decisions
  - Time, energy, money
- Preservation ≠ Display
- Preservation ≠ Conservation

# What artifacts do you have?

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**The Kentucky KERNEL**  
 PUBLISHERS OF KENTUCKY  
 Vol. 88, No. 3 LEXINGTON, KY, THURSDAY, SEPT. 11, 1986 Eight Pages

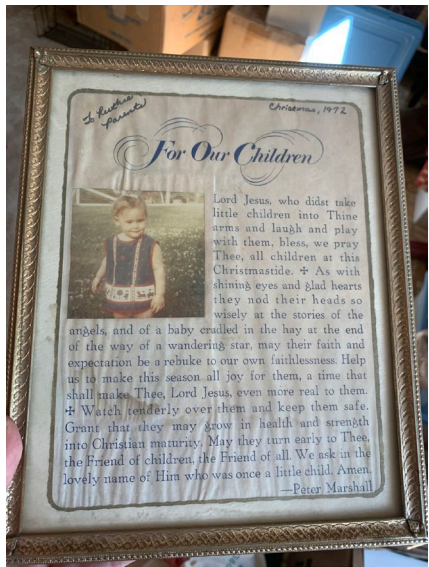
**Inside Today's Kernel**  
 The purpose of these columns is to provide you with the latest news and information from the pages of the Kernel. If you have any suggestions or comments, please write to the Editor, The Kentucky Kernel, P.O. Box 1000, Lexington, KY 40501.

**Coeds Plan Move: One Dorm Ready By End Of Week**  
 By JUDY LAWRENCE  
 A new dormitory building for the University of Kentucky is set to be completed by the end of the week. The building, which is located on the south side of the campus, will house approximately 1,000 students. The building is a modern structure with a large atrium and a library. The building is set to be completed by the end of the week. The building is a modern structure with a large atrium and a library. The building is set to be completed by the end of the week.

**Making Day News**  
 Coeds of the several dormitories of the University of Kentucky are planning to make a day of it by moving into the new dormitory building. The building, which is located on the south side of the campus, will house approximately 1,000 students. The building is a modern structure with a large atrium and a library. The building is set to be completed by the end of the week.

**Colleges Get Record High Enrollment**  
 The enrollment of students in colleges and universities across the United States has reached a record high. This is due to a variety of factors, including a strong economy and a focus on education. The enrollment of students in colleges and universities across the United States has reached a record high.

**The Registration Question: Man Vs. Machine**  
 The registration process for many colleges and universities is becoming increasingly automated. This has led to a debate over whether machines can effectively handle the registration process. The registration process for many colleges and universities is becoming increasingly automated.

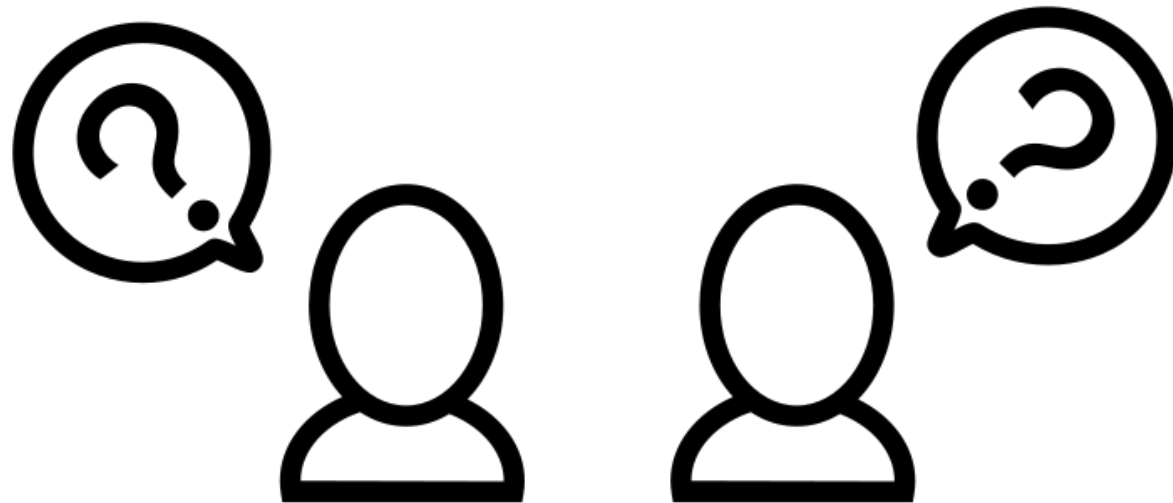


2023 Cha... 102	2023 Fri... 3	2023 300... 49	2023 Chuck 6	2023 Pets 9	2023 Family 25
2022 Chu... 1	2022 300... 5	For Riley ... 38	New Gran... 8	For Zhihui... 16	2022 Chuck 6
2022 Family 118	2021 Chu... 6	2021 300... 5	Ruth docu... 14	2021 Fri... 5	2021 Ruth 15



# What are your artifacts made of?

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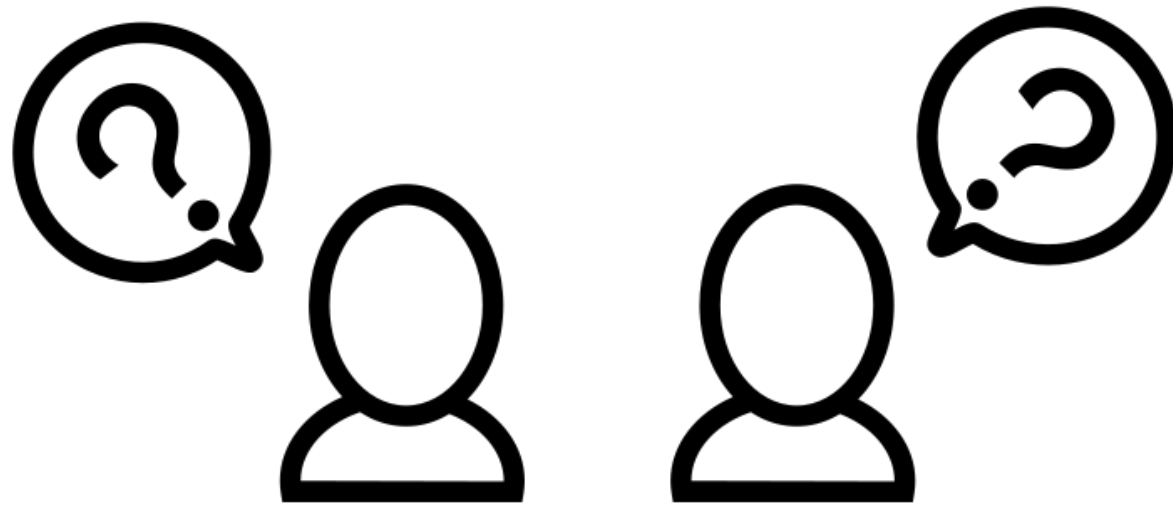


# Materials: more or less fragile

- Paper (plus photo-sensitive layers)
- Fibers (natural and human-made)
- Leather
- Woods
- Plastics
- Metals
- Ceramics
- Glass
- Paints and lacquers
- (Bytes)

How are you caring for  
your artifacts currently?

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# Basics

- STORE where you live (consistent temperature/humidity)
- PROTECT (against light and dust, heat)
- Support
- Air circulation; no lamination; no plastic
- Clean hands; clean storage areas
- Use nitrile gloves with images, metals, wood, leather, textiles
- Use pencil (Sharpie if necessary); no regular tape or glue

# Basics

- Make copies
- Display duplicates
- Display originals out of direct light; dust frequently (and rotate)
- Keep originals safe
- Machine-readable formats take more resources
- Digitization ≠ Preservation
- Online may not ≠ Preservation

# Storage

- Places where humans are comfortable
- NOT: damp, hot, dusty, pests, no climate control
- NOT: in direct sun/light
- Be aware of possible hazards
- If possible: sturdy, metal shelving
- Archives environments: 35-50% RH; 35-65°F

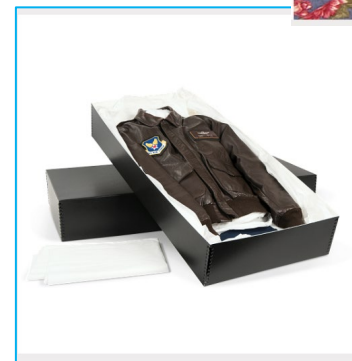




# Protect and Support + Air Circulation

- Boxes, folders, sleeves, cardboard supports/box covers
  - Ideal: pH-neutral (acid-free [lignin-free])
  - Ideal: passed Photo Activity Test (P.A.T.)
- Cotton bond paper (interleave, wrap)
- Covers and foam (cotton/linen, Volara<sup>®</sup>, Tyvek<sup>®</sup>)
- Padded hangers, tissue paper
  - (buffered: cellulose-based like linen and cotton)
  - (unbuffered: protein-based like wool, leather, silk, or unknown)
- Tubes/rolled storage
- Book cradles






Gaylord Archival® 2.4 mil Polypropylene Self-Locking Print Sleeves (50-Pack)

PASSED P.A.T. Your Story

As low as: \$19.40 USD

Shop by Part #:

OR

Select Options Below:

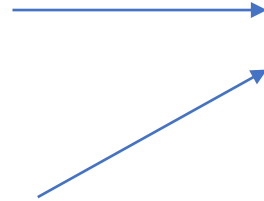
Fits up to:

Quantity:

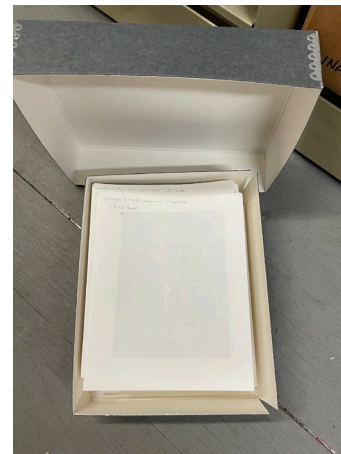
# Supply companies



# Protect and Support examples



- ✓ Store in folders flat or upright in a box.
- ✓ Photographic prints: Can put items in sleeves (paper or Polypropylene).
- ✓ Filing cabinet is OK but not ideal.
- ✓ No slumping! No stuffing!
- ✓ There are specialty supplies for special photographic formats.

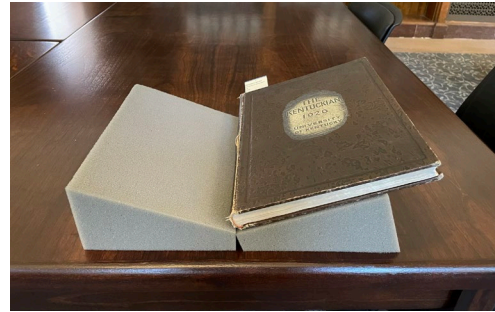


Libraries

Special Collections Research Center

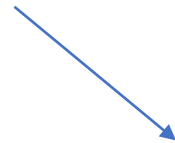


# Protect and Support examples

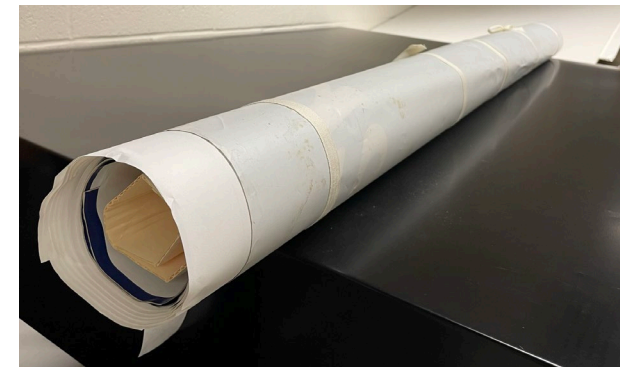


- ✓ Store spine down in a box or upright or flat on a shelf
- ✓ Must be completely upright or completely flat.
- ✓ Pull off shelf from the back.
- ✓ Use book cradle to read.
- ✓ Can make or buy boxes for extra support.
- ✓ Can wrap to keep out light and dust.

# Protect and Support examples

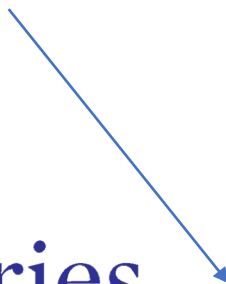


- ✓ Flat or hanging storage depends on garment or textile (structure and condition).
- ✓ Support drape and folds.
- ✓ Use padded hangers and appropriate tissue (buffered or un-buffered).
- ✓ No stuffing! Use cotton/linen cover on garment rack.
- ✓ Can roll large items on tubes interleaved with cotton/linen fabric.



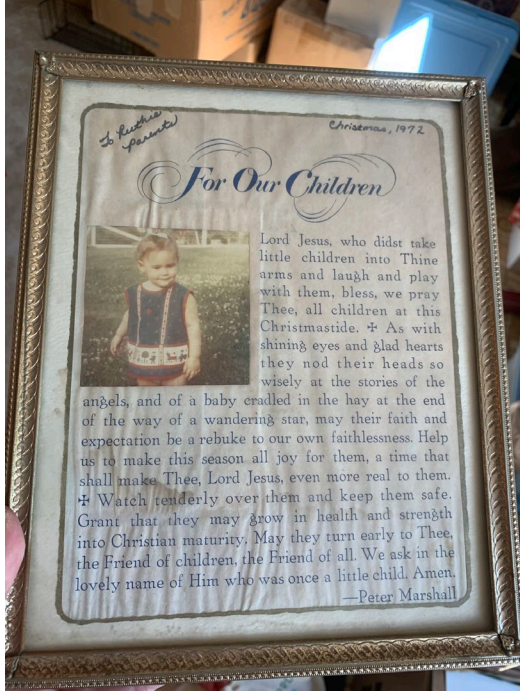


# Protect and Support examples



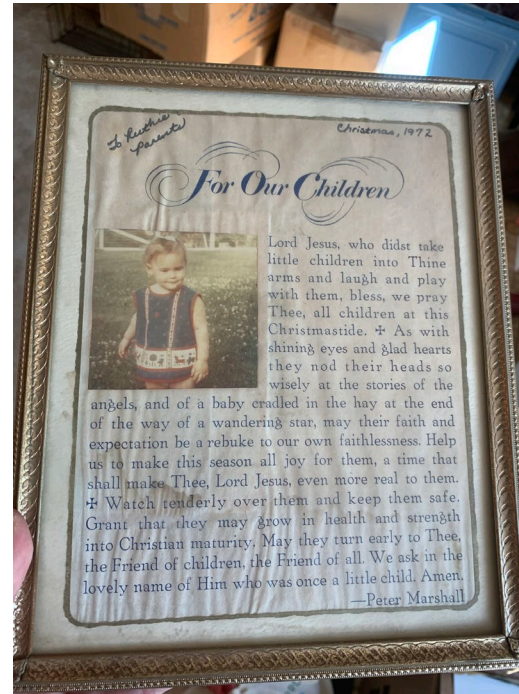
- ✓ Store on shelves or in boxes with (Volara®) foam supports or inserts.
- ✓ Support any loose or dangling parts.
- ✓ Use appropriate tissue to wrap (buffered or un-buffered).
- ✓ No stuffing! Use cotton/linen/(Tyvek®) cover to keep off light and dust.

# Copies



Original: Take out of frame. Put in folder in box on shelf in good storage.

Or, if large, create supportive container and store flat in good storage.

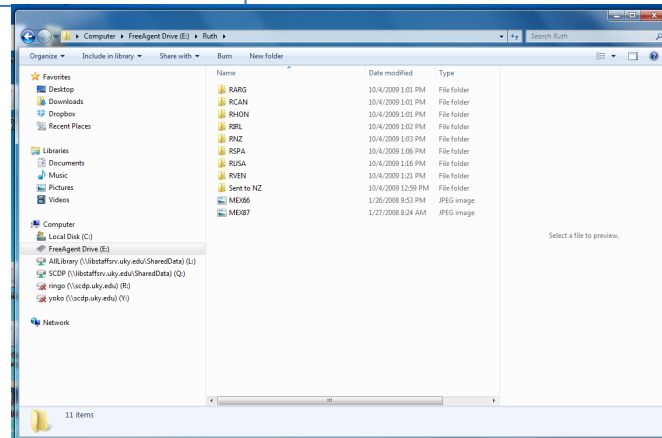
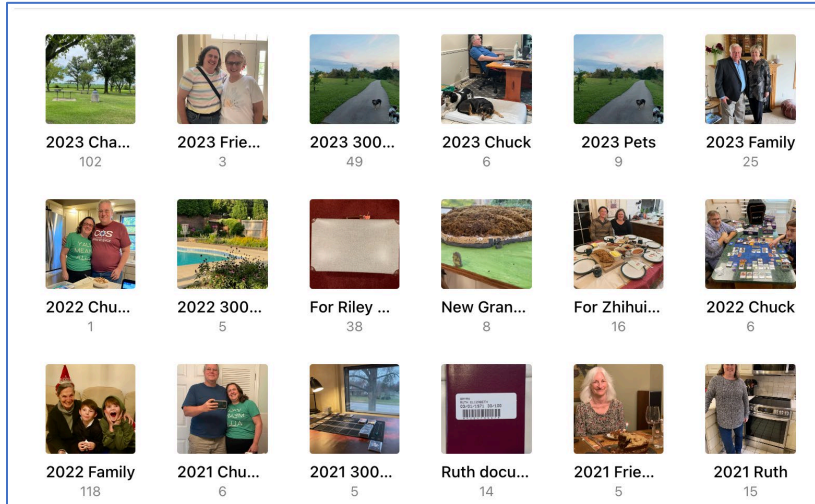


Copy: Display

✓ If must display original, keep out of direct light and cover with U-V protected glass/Plexiglass.

✓ Frame with pH-neutral boards and tape.

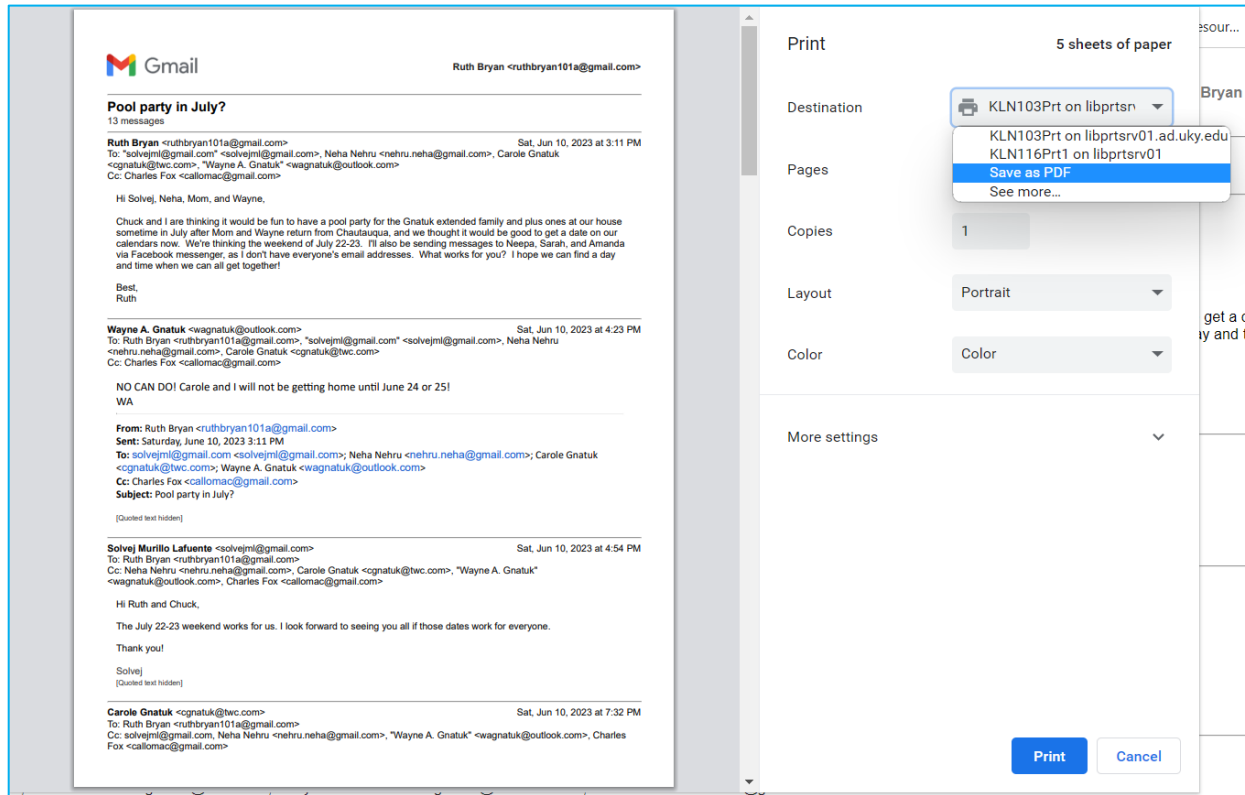
# Born-digital Copies



- ✓ Save born-digital photographs and video on multiple external hard drives and/or on more than one Cloud platform (Google drive, Dropbox, iCloud, etc.).
- ✓ Consider how to group and sort. Consider a simple, consistent file naming pattern.
- ✓ For very special video, consider using highest-format setting on recorder or phone.
- ✓ For very special photographs, make prints or photo books; store in boxes, folders, on shelf in good storage.
- ✓ Sharing online does not preserve the image or video.



# Born-digital Copies



- ✓ Save other important digital documents like text, spreadsheet, or email in PDF format.
  - MS Word → PDF
  - MS Excel → PDF
  - MS PPT → PDF
  - Email → PDF
- ✓ Save in multiple locations on multiple external hard drive and/or on more than one Cloud platform (Google drive, Dropbox, iCloud, etc.).
- ✓ Consider how to group and sort. Consider a simple, consistent file naming pattern.
- ✓ For very special/important documents, print out. Store in boxes, folders, on shelf in good storage (filing cabinet also OK).

# Digitization—Keep Originals



- ✓ Digitize for access and sharing.
- ✓ May need to weed/make decisions.
- ✓ Ideal: Save at least one copy in a high-resolution/lossless format: Images use the TIFF format (uses a lot of space).
- ✓ Save in multiple locations on an external hard drive and/or on more than one Cloud platform (Google drive, Dropbox, iCloud, etc.).
- ✓ Consider how to group and sort. Consider a simple, consistent file naming pattern.
- ✓ Keep originals in good storage in boxes, folders, or sleeves.

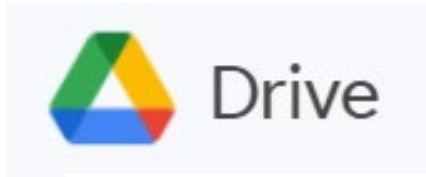
# Digitization—>Keep Originals



- ✓ Digitize for access and sharing.
- ✓ May need to weed/make decisions.
- ✓ Idea: Save at least one copy in a high-resolution/lossless format (uses a lot of space):
  - Audio—WAV
  - Video—MPEG-4, H.265 (but, there are many)
- ✓ Save in multiple locations on an external hard drive and/or on more than one Cloud platform (Google drive, Dropbox, iCloud, etc.).
- ✓ Consider how to group and sort. Consider a simple, consistent file naming pattern.
- ✓ Store original open-reel flat in good storage (possibly in boxes).
- ✓ Store original cased reel on its side in good storage (possibly in boxes).

# Digital tools

- ✓ Cloud storage and External Drive (check drive every year; replace every 5 years):



- ✓ Make a note of what's stored where.
- ✓ Maybe make a list/inventory.

- ✓ Password managers:



- ✓ Automated backups:



Time Machine (Macs)

- ✓ Photo sharing/books/prints:



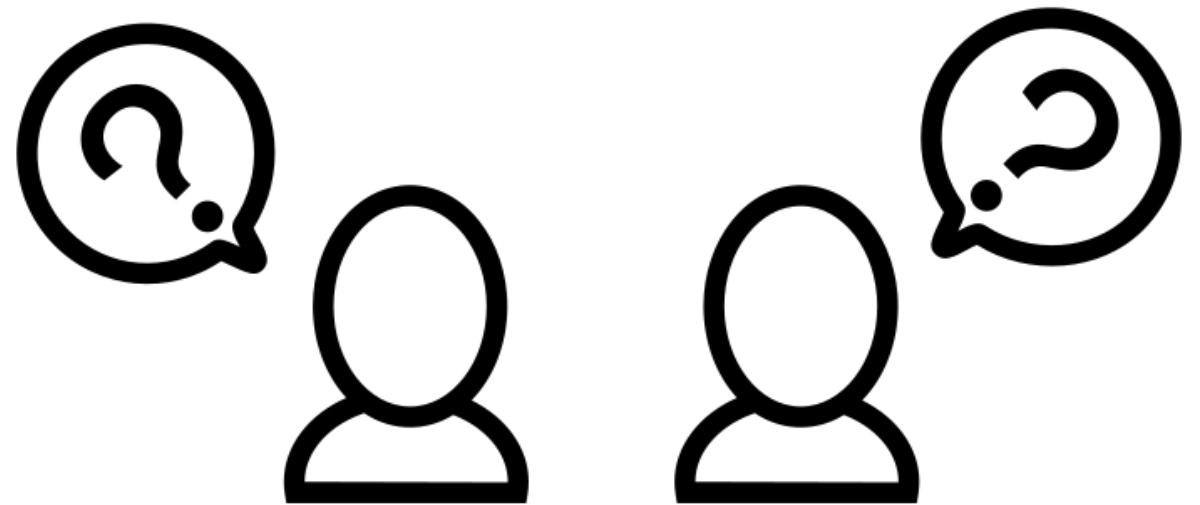


# Preservation Information Sources

- Smithsonian: “Tips for Preserving Your Family Treasures”
  - <https://nmaahc.si.edu/explore/stories/tips-preserving-your-family-treasures>
- Northeast Document Conservation Center (NEDCC) Preservation Leaflets
  - <https://www.nedcc.org/free-resources/preservation-leaflets/overview>
- Heritage Emergency National Task Force: “Resources for Protecting and Saving Family Treasures and Historic Properties”
  - <https://cool.culturalheritage.org/byorg/hp/PROGRAMS/TFPublic.html>
- National Parks Service Conserve-O-Grams (more detailed)
  - [https://www.nps.gov/museum/publications/conservoogram/cons\\_toc.html](https://www.nps.gov/museum/publications/conservoogram/cons_toc.html)

# Q&A/Discussion

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Boxes everywhere!