

Preserving Paper

(Books, Photos, Documents)

A Personal Guide

DO



- Store in cool, dry & dark conditions off the floor.
- Use acid free folders and boxes (Tip: use acid free tissue paper or printing paper to separate pages or items).
- Store flat or rolled (not folded).
- Photocopy items for display to avoid fading of originals.
- Consider digital copies.

DON'T

- Use paperclips, rubber bands, adhesives such as tape or glue, or laminate to preserve items.
- Keep food or drink nearby.

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