

SALVAGE OF WATER-DAMAGED ARCHIVAL COLLECTIONS

SALVAGE AT A GLANCE*

By Betty Walsh

Material	Priority	Handling Precautions	Packing Method	Drying Method
<u>Paper</u>				
Manuscripts, documents and small drawings	Freeze or dry within 48 hours	Do not separate single sheets	Interleave between folders/pack in milk crates or cartons	Air, vacuum, or freeze dry
Watercolors, and other soluble media	Immediately freeze or dry	Do not blot	Interleave between folders/ in milk crates or cartons	Air or freeze dry
Maps; oversize prints and manuscripts	Freeze or dry	Do not separate single sheets	Pack in map drawers, bread trays, flat boxes or poly covered plywood	Air, vacuum, or freeze dry
Coated papers	Immediately pack, then freeze or dry within 48 hours		Keep in wet containers lined with garbage bags	Freeze dry only
Frame prints and drawings	Freeze or dry within 48 hours		Unframe if possible, then pack as for manuscripts or maps above	Once unframed and unmatted, air or freeze dry
<u>Books</u>				
Books and pamphlets	Freeze or dry within 48 hours	Do not open or close, do not separate covers	Separate with freezer paper, pack spine down in milk crate or cardboard box	Air, vacuum, or freeze dry
Leather and vellum bindings	Immediately freeze	As above	As above	Air or freeze dry
Books and periodicals with coated papers	Immediately pack, freeze or dry	As above	Keep wet; pack spine down in containers lined with garbage bags	Freeze dry only

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<u>Paintings</u>	Immediately dry	Drain and carry horizontally	Face up without touching paint	Air dry. See instructions
<u>Floppy Diskettes</u>	Immediately pack	Do not touch diskette with bare hands	Contact supplier for best method	Contract supplier for best drying method
<u>Sound & Video Recordings</u>				
Discs	Dry within 48 hours. Freezing is untested; if it is necessary freeze at above 0°F (-18°C)	Hold disks by their edges. Avoid shocks	Pack vertically in ethafoam-padded plastic crates	Air dry
Sound and videotapes	Freezing is untested; if it is necessary freeze at above 10°C		Pack vertically into plastic crates or cardboard cartons. Do not put any heavy weight on the sides of reels or cassettes	Air dry
<u>Photographs</u>				
Wet Collodion photographs (ambrotypes, tintypes, pannotypes, wet collodion negatives)	Recovery rate is low. Immediately dry	Handle with care -- glass supports or glazing	Horizontally in padded container	Air dry face up. Never freeze
Daguerreotypes	Immediately dry	Handle with care -- usually cased behind glass	Horizontally in padded container	Air dry face up
Nitrates with soluble emulsions	Immediately freeze	Do not blot		Air dry; test freeze drying
Prints, negatives, and transparencies	Freeze or dry within 72 hours. Salvage order: 1) color photographs, 2) prints transparencies	Do not touch emulsions with bare hands	Keep in cold water. Pack in containers lined with garbage bags	Order of preference: 1) air dry, 2) thaw and air dry, 3) freeze dry. Do not vacuum dry

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Motion pictures	Rewash and dry within 72 hours	Do not remove from boxes; hold cartons together with rubber bands	Fill film cans with cold water and pack in plastic pails or cardboard cartons lined with garbage bags	Arrange for film processor to rewash and dry
Microfilm rolls	Rewash and dry within 72 hours		Fill boxes with water, and pack (in boxes of 5) in a cardboard box lined with garbage bags	Arrange for a microfilm processor to rewash and dry
Aperture cards	Freeze or dry within 48 hours		Keep wet inside a container lined with garbage bags	Air dry
Jacketed microfilm	Freeze or dry within 72 hours		Keep wet inside a container lined with garbage bags	Air dry
Diazo fiche	Last		In drawers or cartons	Air dry

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