



**PRESERVATION PRIORITIES FOR DIVERSE  
PAPER AND PHOTOGRAPHIC COLLECTIONS**

1. **Environmental Assessment and Control**
  - Improve substandard conditions
2. **Handling Guidelines**
  - Safe handling training for staff and users

**Disaster Plan**

  - Update/review disaster preparedness and response plan

**Exhibit Guidelines**

  - Establish exhibit handling, exhibit mounts, light exposure and scanning guidelines
3. **Rehousing of Paper, Photographic Prints and Film-based Materials**
  - Cabinetry/shelving where needed
  - Containers for anything without a basic housing
  - Remove containers/housings causing immediate damage and replace
  - Orient materials to prevent long-term damage in storage
  - Increase level of housing for high use materials
  - Separate items by media as needed
4. **Inspection of Film-based Negative Collections and Color Collections**
  - Identify deteriorated cellulose nitrate and cellulose acetate
  - Duplication program for deteriorating negatives
  - Investigate cold storage options
5. **Identification of Paper and Photographic Prints requiring Conservation Treatment**
  - fragile, deteriorating items that cannot be safely handled or stabilized through housing
  - inaccessible items, such as rolled photos, that cannot be processed or handled "as is"
6. **Grant Funding**
  - New York State Discretionary Grant Program (<http://www.nysl.nysed.gov/libdev/cp/>)



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