



Storing old Documents & Photos

Contact Us...

Phone: 02 69530945

Fax: 02 69535367

Email: library@leeton.nsw.gov.au

Website: www.leeton.nsw.gov.au/library



Leeton Shire Library
Sycamore Street
(Post to 23 Chelmsford Place)
Leeton NSW 2705

Storing your personal items can be done effectively at home if you follow some basic steps.

- Items should be kept in cool, dry, dark conditions.
- Paper based items should be housed in archival quality storage containers. These can be purchased from specialist archival suppliers, but suitable less expensive alternatives can also be used such as:

Inexpensive

- zip lock sandwich bags
- oven bags
- “copy safe” document sleeves
- expanding document file
- ring binder with a cardboard cover
- acid-free pocket style photo album
- sturdy cardboard box with a lid

More expensive

- archival quality photocopy paper for inserts and interleaving
- plastic “display books”
- polypropylene expanding document file (may have “PP” and recycling number 5 stamped on it)
- polypropylene ring binder (may have “PP” and recycling number 5 stamped on it)
- sturdy plastic crate with a lid

Professional

- Acid-free and photo-safe folders and wallets
- Acid-free and photo-safe storage boxes in cardboard or polypropylene
- Acid-free and photo-safe albums in cardboard or polypropylene suitable for documents, photographs and negatives and slides
- Polyester (“Mylar” or “Melinex”) document sleeves

Use only:

- Acid-free containers
- Polypropylene sleeves
- Acid-free paper, tissues and cloth
- Pencils and pens approved for writing captions on back of photos

Avoid:

- Lamination
- Sticky tape or glue
- Mounting items with glue onto cardboard or masonite
- Writing with biro
- Sticking post-it notes onto items as they may leave a sticky residue
- Old style plastic sleeves, which will cause documents and photographs to fade and discolour rapidly. They may also make removal of your item difficult, due to internal adhesion.
- Boxes on the floor (keep them above the floor on clean shelving)
- Extremes and rapid fluctuations of temperature and humidity
- Metal fasteners which will rust and stain a document.
- Keeping archival records in old sheds, or under leaky roofing, or in damp, dusty or dirty areas, or without fire protection.
- Using starch based loose packing materials to protect items from breakage (insects will be attracted to the starch and create pest management problems).

Sensible precautions:

- Make notes about any items of historical interest, and keep these with the item, or in a safe place, so the information is not lost.
- Make lists of the contents of boxes and keep them in the front of each box. Label your boxes.
- Make a list of who is to inherit which items and label them with that person's name.
- Consider making a bequest in your will stating who is to receive which items