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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