

Conservation Tips: PREVENTION

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Prevent insects, rodents or other vermin by maintaining the area where the documents are deposited clean.

Remember to wash your hands before and after handling documents. Protect documents by storing them in between polyester sheets and use gloves during their handling.

Exposing documents to solar rays and water filtration is to be avoided. Use ultraviolet filters whenever possible.

Variations of temperature (ideal 68-75 F) and in the levels of humidity (ideal 50%) cause deterioration. The use of air conditioners and humidifiers is advisable to stabilize both variables.

Elevate documents several inches from the ground to facilitate appropriate ventilation and to protect them from water in the event of flooding.

Never use metal staples, paper clips or other corrosive objects because they cause damage to documents. The use of adhesive tapes, pastes and inks should also be avoided.

The documents should be stored in low acidity level (8.5pH) boxes and folders to prolong their life span.

Institute security measures to prevent accidents; e.g., avoid the use of electrical appliances that can cause short circuits and the use of chemical substances in the area where documents are stored.

Observe great care when handling documents. Protect them against theft and vandalism.

Never hesitate to consult with archivists and other specialists in preservation. They can advise you on ways to store and preserve documents.

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