

Archiving to do # 2

Archiving Various Items for people #2 October 2003

For the first of these #1 please see the file name "Archiving to do 01.PDF" if you have an Internet connection or it could be obtained from a friend.

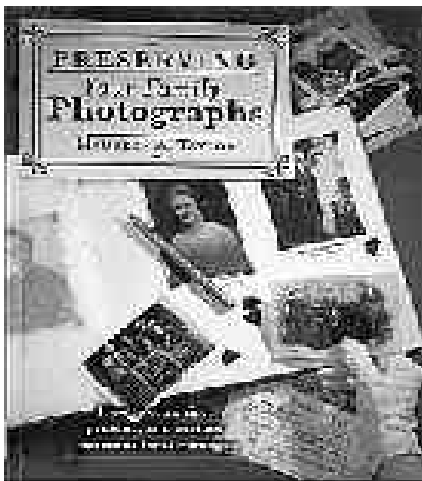
The PDF file can be downloaded from my Internet Web Site, the URL is;
www.paradox.com.au/~jcdalton/hobar_tjohn1.htm

I won't explain more about this here but it appears that the Portable Document Format (PDF) will be the archiving format for electronic or computer data archiving. More on this later.

I want or should I say need to keep a balance between electronic media and paper media.

A Good Book .

Preserving Your Family Photographs by Maureen A. Taylor. This book I obtained on loan from the Brisbane City Council Library. I think from the City Library.



It is a really good book to help people to preserve or archive photographs. Photographs of many formats, greyscale or what we used to call Black and White (B&W) and colour photos.

All the things we should or must do to preserve and archive these valuable items that we all have. She touches on all aspects. Storage, temperature, vermin, copyright plus more.

Creative Memories Technology Centre

This is one of many companies that specialises in archiving. I think they are an American firm with branches in other countries including Australia. I don't know the Australian address but their 'phone contact number in Brisbane is; 33768338 where Janine Fitzpatric can be contacted.

Their Web URL is;

www.creativememories.com

Of course these firms charge for these services which can be expensive. I suppose it's a matter of whether people think items are valuable enough to have them archived by professionals.

Scrap Booking

This is having a resurgence in popularity. It's something that has been done for centuries but with new technology it is easier and fancier. There are magazines that cover Scrap Booking and people who handle/sell materials are increasing. One magazine people may like to borrow and read is available from Brisbane City Council libraries called "Scrapbooking Memories"

www.expresspublications.com.au

Names and addresses of companies handling materials books etc in Brisbane.

May 2003

For Keeps Sake Scrapbooking
Shop 1, 1455 Anzac Ave.,
Kallangur 4305 "ph 3480 5722

Inkredible Stamp and Craft
441 Waterworks Rd.,
Ashgrove 4060 "ph 336606366

Stampers and Scrapbookers Heaven
Shop 5, 257 Stafford Rd.,
Stafford 4053 "ph 38577799

Simply Scrapbooks
109 Copperfield St.,
Geebung 4034 "ph 3633 029
www.simplyscrapbooks.com.au

Time Capsules

This is another area which is often forgotten about. In 1964 a Time Capsule was set in the ground in Brisbane to be opened in 2064 or thereabouts. A

staff photo that included myself was one of the items put into a capsule amongst probably hundreds or thousands of other things. There does not seem to have been any organisation that has kept track of time capsules so finding where they are and what they contain is probably impossible.



Perhaps there is an item of the reader that has been put into a time capsule. Do you know where it is and what may be in it? I would be interested to hear from you.

This is a photo I took a few years after the capsule was buried. Marie, my wife, son John and daughter Maria are standing next to it.

I have written a booklet with its details, when, where and given it to the oldest grandchild of each family. I update it on occasions.

Sound Media

Handling

General

Do not touch the playing surface/s of any recording.

Clean hands before handling recordings.

Discs

Handle all grooved discs (78s, 45s, LPs, and acetate discs) by their edge and label areas only. Handle compact discs by outer edge and centre hole only.

Tape (Open Reels)



Handle by the outer edge of the reel flanges and centre hub areas only. Do not squeeze flanges together -- it will damage tape edges.

Tape (Cassettes, Audio and Video)

Handle by outer shell, only. Do not place fingers or any other materials into openings.



Cylinders

Handle by inserting middle and index fingers in the centre hole, then gently spread them to just keep the cylinder from slipping off. Do not touch the grooves of wax cylinders; they are very susceptible to mould. Wax cylinders should be at room temperature before touching; the thermal shock from the warmth of your hand can cause cold wax cylinders to split.

STORAGE

General

Keep all discs and tape both open-reel and cassettes standing upright, on edge. Store cylinders standing on their ends. Do not lay any recording flat, not even audio or videocassettes.

Tape Demagnetization

In general, demagnetization is not a problem in most situations. For an added margin of safety to prevent demagnetization keep all tape (open reels and cassettes) away from potential sources of demagnetization, such as loudspeakers, most of which have sizeable magnets in them. Do not set tapes on top of or leaning against any equipment which can be a source of either magnetic fields or heat. Be careful about operating machines with electric motors (e.g., vacuum cleaners) next to tape storage areas.

Shelving

Recordings are surprisingly heavy. For example, LPs average between 15kg and 20kg per shelf-30cm. 78 rpm and acetate discs are even heavier. Because of their shape and the design of their packaging, recordings will concentrate their weight in the centreline of a shelf, which can cause some shelving to collapse. Make sure that the shelving you choose is solid and well constructed.

Must be shelved vertically. Ideally, disc shelving should have full-height and full-depth dividers, spaced 10cm to 15cm apart, and secured at top and bottom. Less than full-height dividers may contribute to warpage. Interfiling discs of different diameter may also cause warpage.

Tapes (Open reel)

Boxes should be stored vertically. Dividers are not essential, but the boxes must be secured with a bookend and not allowed to fall.

Tapes (Cassettes Audio and Video)

Cassettes in water repellent plastic containers should be stored vertically "on edge," not flat.

Cylinders

Stored standing "on end," like a drinking glass.

Winding tapes

Contrary to what your local video-store may say, tapes, including cassettes, should not be stored in the rewind or fast-forwarded position. Ideally, play a tape completely through, then store it without rewinding. Rewind it just before playing it again.

Visual Items

Display

If you want to display any of your archival records it is better to have them copied and to display the copies rather than originals. Even short bursts of exposure to light can cause severe fading and deterioration of some records.

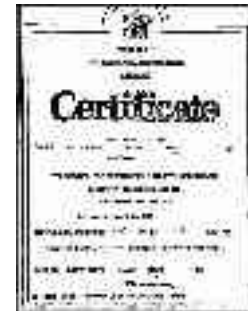
Watercolours are particularly susceptible to fading caused by light as there is very little pigment in the paint medium. Displaying such artworks should be approached with caution and a conservator should be consulted.

If you must display originals, have them mounted and framed by a reliable, quality framer.

Ask them to use archival quality materials, and discuss the methods they use to adhere your item to the mount.



There are various techniques used to mount works for framing, however, when using an adhesive method, the smallest amount of adhesive possible should be applied to the smallest area possible on the item. Some commercial conservators also offer mounting as a service, and can suggest methods of framing which will least affect, and best protect, your item. Choose a place to hang the frame that does not receive direct sunlight or strong artificial light. If you suspect that they may be fading remove them from display immediately. Areas above or near fireplaces where there is heat and rising soot should not be considered as a potential hanging space for your item.



If you don't plan to display originals, it is still a good idea to have records copied, especially if they are very old, fragile, unusual or historically significant. Copies can then be provided to another family member for care, and in the event of a disaster, such as flood or fire, your records will not be completely lost.

ARTISTE's PAPERS

<http://www.danielsmith.com/leaflet-paper-deterioration.html>

The Deterioration of Artists' Papers:

Causes and Prevention

Daniel Smith Artists' Materials

P.O. Box 84268

Seattle, WA 98124-5568

(206) 223-9599

customer.service@danielsmith.com

The assumption is often made that if a paper is 100% rag, it is also acid-free and permanent. But this is not necessarily so, and the reasons require some explanation. It is also assumed that an acid-free paper will not deteriorate, but acidity is only one of several factors which act on the destruction of paper. Paper can be judged on two terms. Permanence and durability. Permanence is the degree to which paper resists deterioration over long periods of time. Durability is the degree to which paper retains its original qualities with use. The permanence and durability of paper are dependent on a number of factors, both internal and external.

Internal Factors.

The internal factors which affect paper deterioration are established during the manufacturing process. They are; type and quality of the fibres, sizing material and the presence of acidic compounds. A paper described as 100% rag is made of cotton fibres, cooked and beaten into a consistency papermakers call rags. The beating process causes cotton fibres to interlock, thus creating the paper's strength. Cotton fibres are nearly pure cellulose.

In order to assure fibre bondage in the presence of moisture, most papers undergo internal sizing. The sizing determines the paper's resistance to water penetration and abrasion, creasability, finish, porosity, printability and surface bonding strength. This is accomplished with a number of different agents, such as rosin, animal glue and gelatin, starch, modified celluloses, synthetic resins, etc.

At one time, sizing was done primarily with rosin, held to the fibres by an astringent crystalline substance called alum (aluminium sulphate). Alum introduced acid to the previously neutral fibres. For a 100% rag paper to be acid-free, it must be sized synthetically, or with a process which requires no alum.

The effects of deterioration initiated by light will continue even after the paper is removed from direct light. To minimize the effects of light, consider the following tips:

- 1) Avoid hanging pictures on a wall directly opposite windows, since the light there is greater.
- 2) Use louvred blinds or translucent curtains to moderate or redirect sunlight during the brightest hours.
- 3) Rotate the position of your pictures around the house every year to decrease the chances of fading.
- 4) Never work on, or hang, pictures in direct sunlight.
- 5) Cover your fluorescent lights with protective sleeves which filter out radiation.
- 6) Replace your picture frame glass with ultraviolet-filtering Plexiglas.
- 7) Varnish paintings with picture varnish containing a UV-absorber.

Temperature/Humidity. These two factors work as a team on the destruction of paper. Evidence proves that the lower the storage temperature of paper, the longer it lasts. The useful life of paper is approximately doubled with every decrease of 5°C. For homes and studios, temperatures between 18'-25' C are optimal. Relative humidity is the ratio of the amount of moisture in the air, at any temperature, to the amount required at that temperature to saturate the air.

Sound Equipment for Archiving

This is a subject which some people may not want themselves to become involved in but may have a relative or friend who is capable.



A sound system and computer is needed to archive to CDs. Who knows what will be required in the future. I have set up my system which includes a dedicated computer.

This is a photo of myself with a reel to reel tape recorder, a cassette recorder deck, a stereo record player. The record player plays 16 RPM, 33 1/3 RPM, 45 RPM and 78 RPM records. These days the term record has been replaced by "vinyl" and "LP". In the newer software to edit and manipulate sounds such as burning onto CD these terms are what is used.

On the right, part of the computer can be seen. On the left of the reel to reel unit is a pair of big headphones. Remember them, not the little bud things that fit in the ear as used these days.

I hope to cover each of the above subjects and others in future **Archiving to do** documents. Please contact me if you have any relevant information.

Telephone weekdays 12 noon to about 4pm or E-mail me at

jcdalton@paradox.com.au

----- end -----

File name Archiving to do 02.sxw

Index

Alphabetical Index

A Good Book	- - -	1	Scrap Booking	- - -	1
ARTIST's PAPERS	- - -	3	Sound Equipment for Archiving	-	
Creative Memories Technology	- -	4	Sound Media	- - -	2
Centre	- - -	1	Time Capsules	- - -	2
Display	- - -	3			
Handling	- - -	2			