

Preserving Family Treasures: Personal Papers, Photos, Scrapbooks, and More

DiAnna Hemsath, MA, CA

Archivist

McGoogan Health Sciences Library

dianna.hemsath@unmc.edu

<https://www.unmc.edu/library/services/instruction.html>

Outline and Learning Objectives

- **Collection Evaluation**
 - Describe and assess archival materials found in family collections
- **Steps to Identify, Organize, Protect and Make Available**
 - Identify arrangement methods
 - Review storage supply by format
 - Discuss special preservation cases
- **Home Storage Best Practices**
 - Summarize causes of deterioration
 - Suggest safer storage practices



What do I do with all this stuff?



What do I do with all this stuff?

Evaluate

- Importance
 - Sentimental
 - Factually Important
 - Financially Valuable
- Condition
- Available Storage



Identify, Organize, Protect, Make Available



IDENTIFY, Organize, Protect, Make Available

Stage the collection

Survey the collection

Purchase supplies

Organize the collection

Rehouse the materials

Create a guide

Where to begin?



Identify, **ORGANIZE**, Protect, Make Available

Stage the collection

Survey the collection

Purchase supplies

Organize the collection

Rehouse the materials

Create a guide

Archival Supply Companies

- Gaylord Archival
 - www.gaylord.com
- Hollinger Metal Edge
 - www.hollingermetaledge.com
- Talas
 - www.talasonline.com
- University Products
 - www.universityproducts.com



Identify, **ORGANIZE**, Protect, Make Available

Stage the collection

Survey the collection

Purchase supplies

Organize the collection

Rehouse the materials

Create a guide

Look For

- Acid-free
- Lignin-free
- Buffered
- Photographic Activity Test (P.A.T)
- Safe Plastics
 - Avoid polyvinyl chloride (PVC)
 - Use polyester, polyethylene or polypropylene



Identify, **ORGANIZE**, Protect, Make Available

Stage the collection

Survey the collection

Purchase supplies

Organize the collection

Rehouse the materials

Create a guide

- Processing
 - Preparing archival materials for use
- Provenance
 - The origin, custody and ownership of an item or collection
- Original Order
 - The organization and sequence of records established by the creator of the records



Identify, **ORGANIZE**, Protect, Make Available

Stage the collection

Survey the collection

Purchase supplies

Organize the collection

Rehouse the materials

Create a guide

- Record Group
 - A collection of records that share the same provenance or were created by the same person or company
- Series within a Record Group
 - File units or documents arranged as a unit because they relate to a particular subject or function, result from the same activity or have a particular form



Identify, **ORGANIZE**, Protect, Make Available

Stage the collection

Survey the collection

Purchase supplies

Organize the collection

Rehouse the materials

Create a guide

Sample Organization:

Gertrude Smith Papers

Series 1: Correspondence

Subseries: Personal

Subseries: Professional

Series 2: Vital Documents

Subseries: Licenses

Subseries: Deeds

Subseries: Military Papers

Series 3: Photographs

Subseries: Prints

Subseries: Photo Albums

Series 4: Legacy Media



Identify, Organize, **PROTECT**, Make Available

Stage the collection

Survey the collection

Purchase supplies

Organize the collection

Rehouse the materials

Create a guide



Identify, Organize, **PROTECT**, Make Available

Stage the collection

Survey the collection

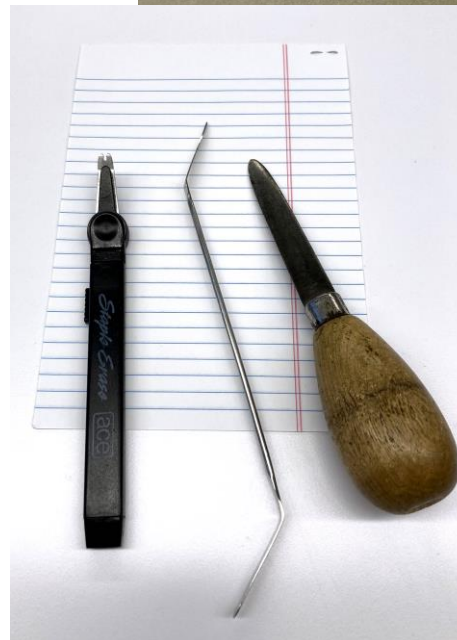
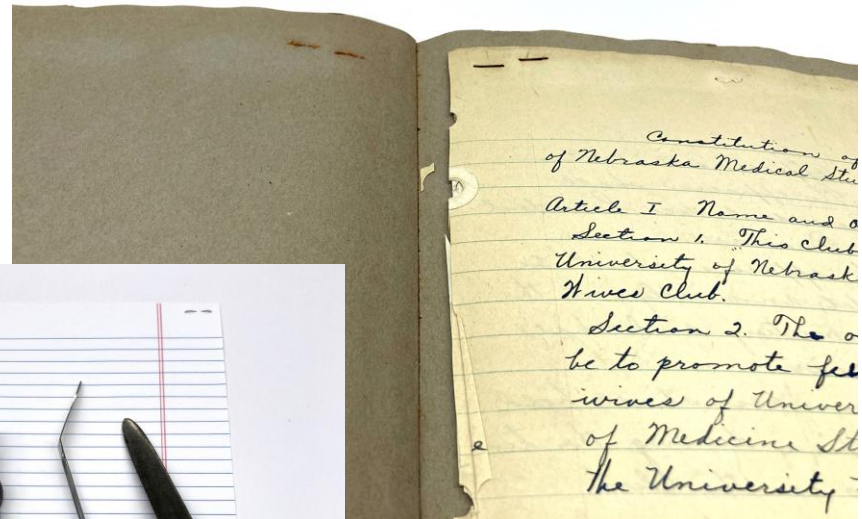
Purchase supplies

Organize the collection

Rehouse the materials

Create a guide

Staples



Identify, Organize, **PROTECT**, Make Available

Stage the collection
Survey the collection
Purchase supplies
Organize the collection
Rehouse the materials
Create a guide

Tools ✓



Identify, Organize, **PROTECT**, Make Available

Stage the collection
Survey the collection
Purchase supplies
Organize the collection
Rehouse the materials
Create a guide

Flat Documents



Talasonline.com



Identify, Organize, **PROTECT**, Make Available

Stage the collection
Survey the collection
Purchase supplies
Organize the collection
Rehouse the materials
Create a guide

Flat Documents



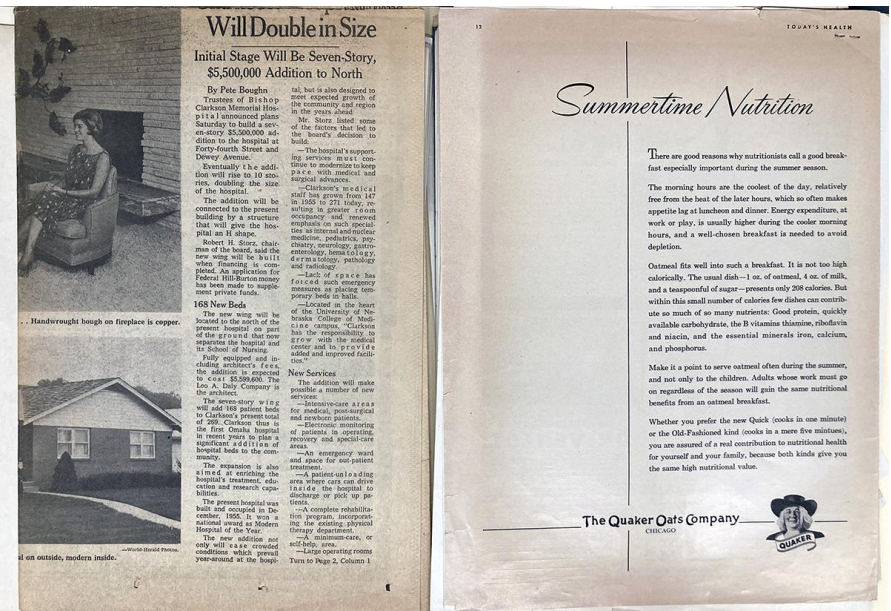
universityproducts.com



Identify, Organize, PROTECT, Make Available

Stage the collection
Survey the collection
Purchase supplies
Organize the collection
Rehouse the materials
Create a guide

Newsprint



Identify, Organize, **PROTECT**, Make Available

Stage the collection

Survey the collection

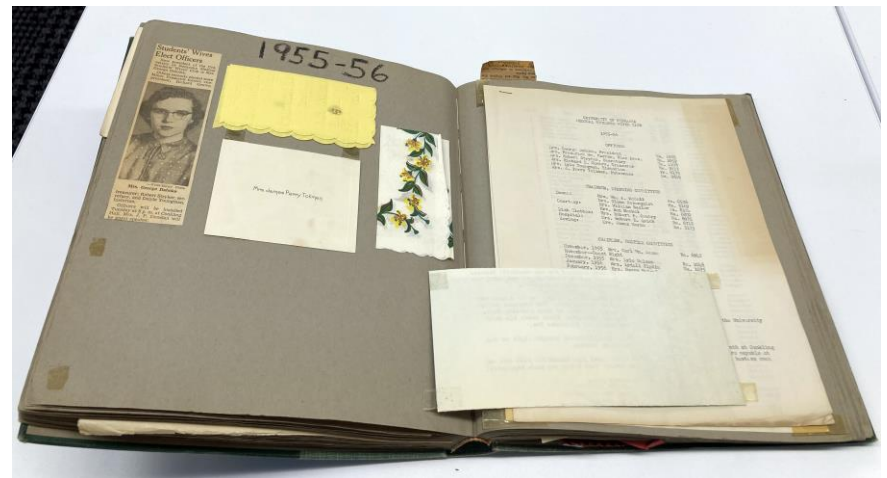
Purchase supplies

Organize the collection

Rehouse the materials

Create a guide

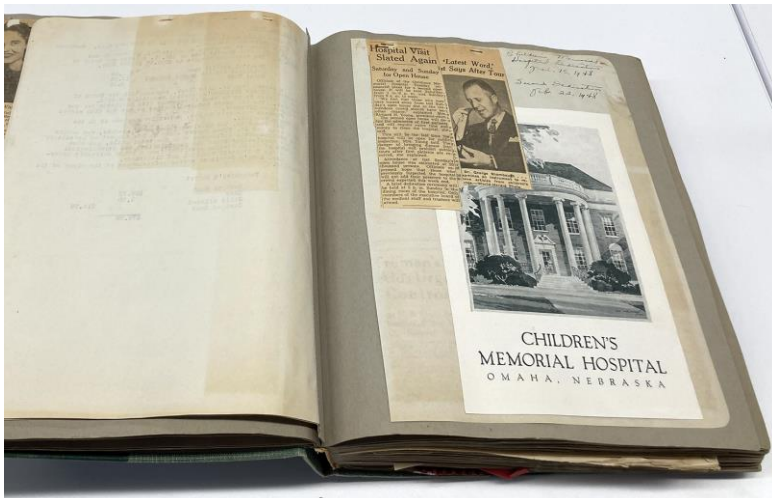
Scrapbooks



Identify, Organize, **PROTECT**, Make Available

Stage the collection
Survey the collection
Purchase supplies
Organize the collection
Rehouse the materials
Create a guide

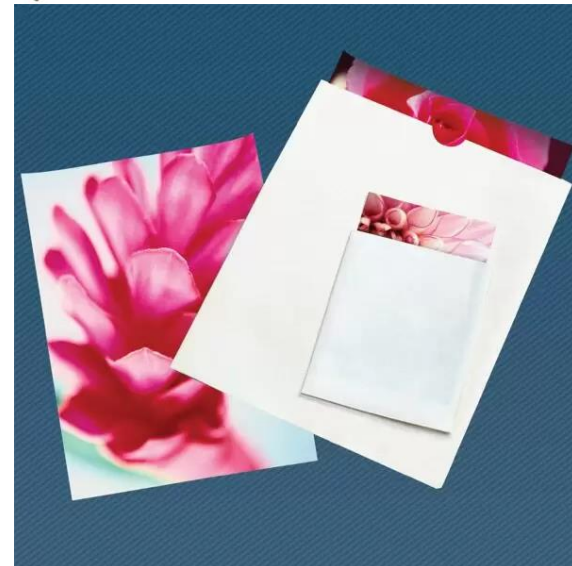
Scrapbooks



Identify, Organize, **PROTECT**, Make Available

Stage the collection
Survey the collection
Purchase supplies
Organize the collection
Rehouse the materials
Create a guide

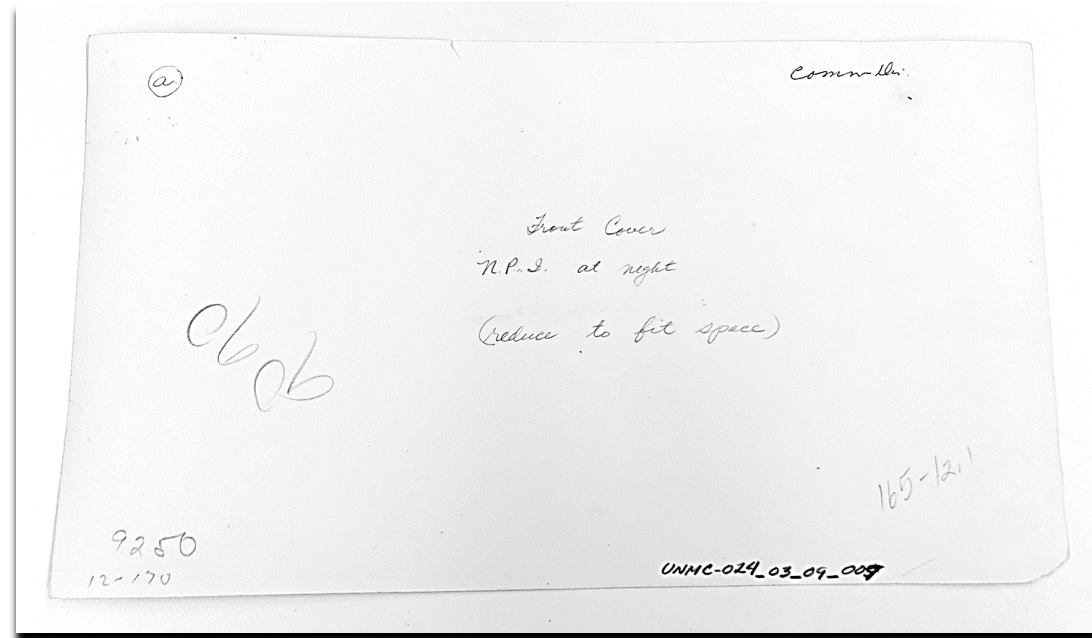
Photographic Prints



Identify, Organize, **PROTECT**, Make Available

Stage the collection
Survey the collection
Purchase supplies
Organize the collection
Rehouse the materials
Create a guide

Labeling Photographs



Identify, Organize, **PROTECT**, Make Available

Stage the collection
Survey the collection
Purchase supplies
Organize the collection
Rehouse the materials
Create a guide



Negatives



Identify, Organize, **PROTECT**, Make Available

Stage the collection
Survey the collection
Purchase supplies
Organize the collection
Rehouse the materials
Create a guide

Slides



Identify, Organize, **PROTECT**, Make Available

Stage the collection
Survey the collection
Purchase supplies
Organize the collection
Rehouse the materials
Create a guide

Photo Albums



Identify, Organize, **PROTECT**, Make Available

Stage the collection
Survey the collection
Purchase supplies
Organize the collection
Rehouse the materials
Create a guide

Special Concerns



Identify, Organize, **PROTECT**, Make Available

Stage the collection

Survey the collection

Purchase supplies

Organize the collection

Rehouse the materials

Create a guide

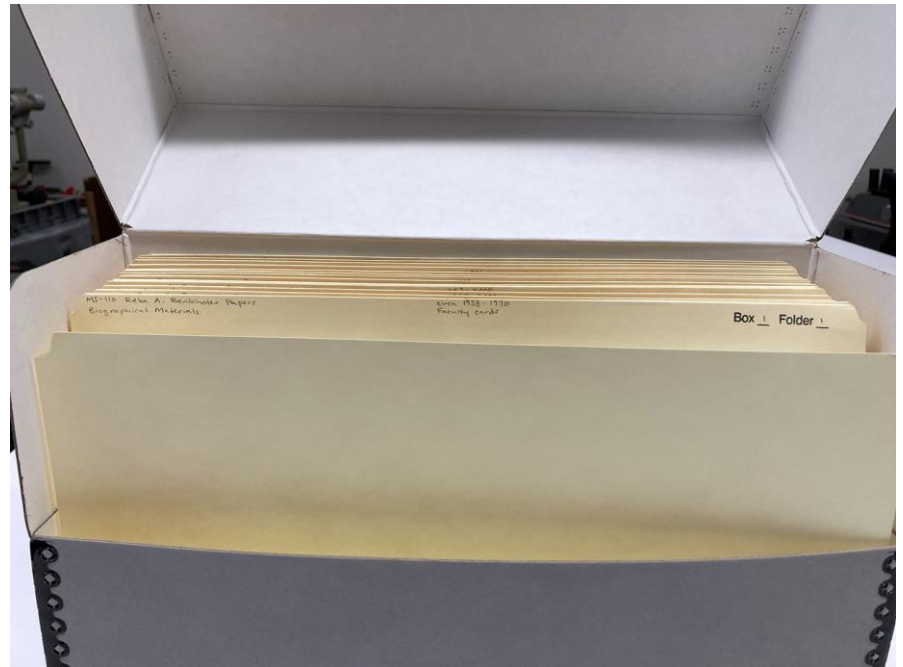
Legacy Media



Identify, Organize, **PROTECT**, Make Available

Stage the collection
Survey the collection
Purchase supplies
Organize the collection
Rehouse the materials
Create a guide

Labeling



Identify, Organize, **PROTECT**, Make Available

Stage the collection
Survey the collection
Purchase supplies
Organize the collection
Rehouse the materials
Create a guide

Labeling



Identify, Organize, Protect, **MAKE AVAILABLE**

Stage the collection

Survey the collection

Purchase supplies

Organize the collection

Rehouse the materials

Create a guide

Elements of a Collection Guide

- Name of the Collection (Record Group)
- Date Span
- Collection Creator Information
- Collection Information – box(es)
- Collection Information – people
- Provenance
- Box Description (Box 1)
- Folder level description (Box 1) (optional)
- Item-level description (Box 1) (optional)



Home Storage Environment

- Temperature and Humidity
 - Temperature around 65-70 degrees
 - Humidity around 35-45%
- Light
- Dirt and Dust
- Water



Sources and Resources

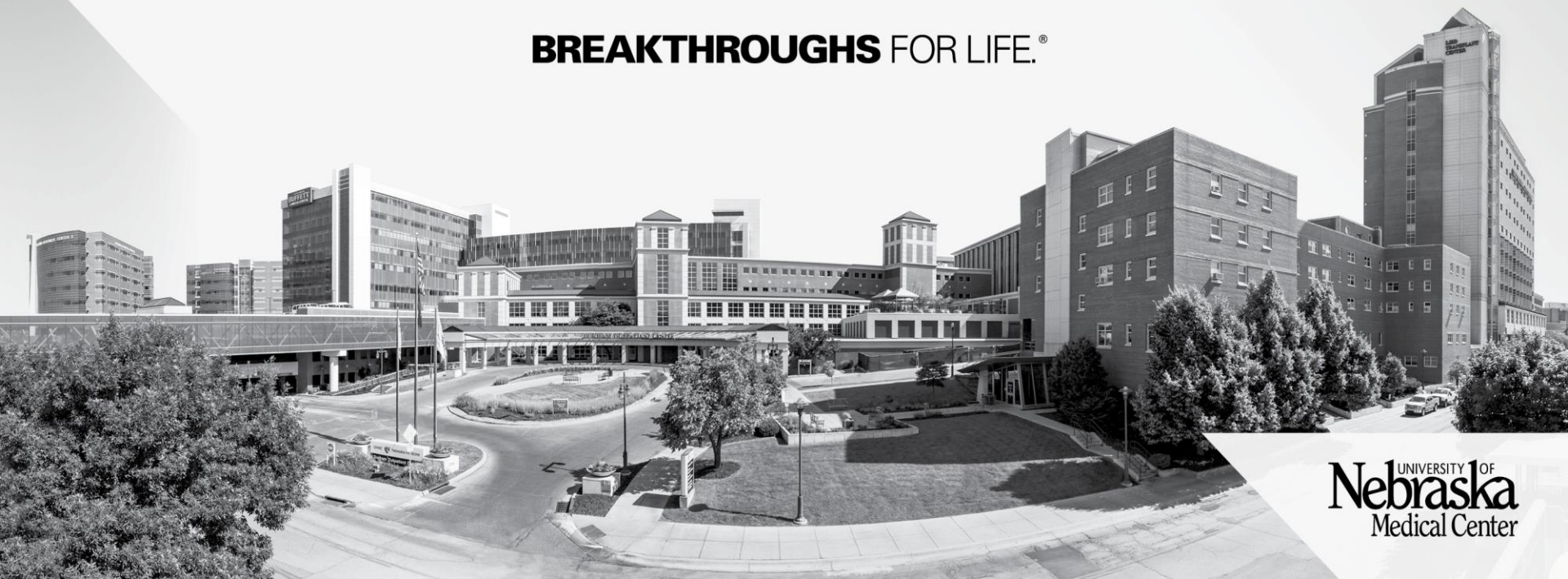
- Connecting to Collections Care
 - <https://connectingtocollections.org/>
- History Nebraska – Gerald Ford Conservation Center
 - <https://history.nebraska.gov/conservation-center/>
- Library of Congress
 - <https://www.loc.gov/preservation/about/faqs/index.html>
- National Archives and Records Center
 - <https://www.archives.gov/preservation/family-archives>
- Northeast Document Conservation Center
 - <https://www.nedcc.org/free-resources/preservation-leaflets/overview>
- *Creating Family Archives* by Margaret Note
 - <https://mysaa.archivists.org/productdetails?id=a1B0b00000fsOIKEAU>





University of Nebraska Medical CenterSM

BREAKTHROUGHS FOR LIFE.[®]



UNIVERSITY OF
Nebraska
Medical Center