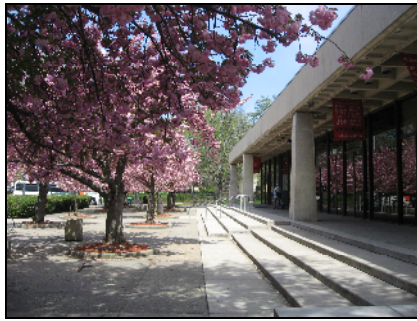


What are Archives?

*Archives are the non-current records of individuals, groups, institutions, and governments that contain information of **enduring value**. Formats represented in the modern archival repository include photographs, films, video and sound recordings, computer tapes, and video and optical disks, as well as the more traditional unpublished letters, diaries, and other manuscripts. Archival records are the products of everyday activity. Researchers use them both for their administrative value and for purposes other than those for which they were created. For example, historians and genealogists rely on archival sources to analyze past events to reconstruct family histories....*



**Visit the
Local History Room
of the
Plainfield Public Library NJ**

800 Park Avenue
Plainfield NJ 07060
908-757-1111 ext. 136

E-mail: localhistory@plfdpl.info
Website: www.plfdpl.info

**Joseph Hugh Da Rold
Library Director**

**Mary Ellen Rogan
Assistant Director**

**Sarah Hull
Archivist**

Archives & Preservation



Basic tips for getting started

Consider making your personal papers available for research at the Plainfield Public Library

PRESERVATION AND ARCHIVES BASICS

HELPFUL TIPS

- Store records between 60-70 degrees F; 40-50% relative humidity (RH); with clean air and good circulation.
- Keep away from light. Don't laminate.
- Do not use fasteners such as paper clips, staples, pins, strings, or rubber bands.
- Use archival quality storage items - low lignin, or lignin-free, buffered (pH 8.5 or above).
- Archival quality boxes provide protection from light and dust.
- Archival quality folders should be large enough for unfolded records to be completely covered by the folder. Do not allow documents to protrude beyond the edges of a folder, and never cut documents to fit the size of a folder.
- Store oversized items such as maps or blueprints flat within oversized folders, and store these folders in flat files.
- If oversized items have been previously rolled, they may be rolled around a wide diameter, archival tube (3-6 inches) that extends beyond the length of the record.
- Use metal shelving rather than wood.

USEFUL WEBSITES

Preservation basics

<http://www.sec.state.ma.us/arc/arcaac/aacipre.htm>

Caring for your family archives

<http://www.archives.gov/preservation/family-archives/>

Preservation basics for paper-based records

http://cool-palimpsest.stanford.edu/byorg/georgia/basic_s.html

Preservation of scrapbooks and albums

<http://www.loc.gov/preserv/care/scrapbk.html>

NEDCC List of preservation leaflets

<http://www.nedcc.org/resources/leaflets.list.php>

Film preservation

http://www.filmpreservation.org/preservation/film_guide.html

Creating a synagogue archive

http://www.americanjewisharchives.org/syn/syn_archive_pres.php

Brief guide for congregation archives

http://www.synodresourcecenter.org/admin/operations/archives/0001/guide_archives_cong.html

Guide for archives of congregations

<http://archive.elca.org/archives/guide.html>

Sources for your church and synagogue archives

<http://www.wheaton.edu/bgc/archives/caw.html#16>

Basic guidelines for preservation of historic artifacts (MS Word document)

www.thc.state.tx.us/museums/musWord/BasicGuideforPreservHistArtifacts.doc

Grants & funding for archives

<http://www.loc.gov/preserv/foundtn-grants.html>

Please feel free to contact the Plainfield Public Library's Local History Department if you have any questions. (908)-757-1111 ext 136

ARCHIVAL ORGANIZATIONS

The National Archives & Records Administration

<http://www.archives.gov/preservation/>

Society of American Archivists

<http://www.archivists.org/>

Northeast Document Conservation Center

<http://www.nedcc.org/home.php>

Mid-Atlantic Regional Archives Conference

<http://www.lib.umd.edu/MARAC/>

Plainfield Public Library's Finding Aids for Local Organizations

http://www.plainfieldlibrary.info/Departments/LH/LH_clubsorgs.html