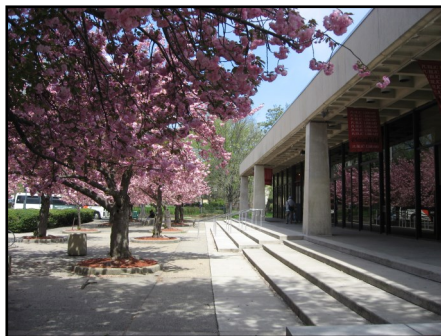


What are Archives?

*Archives are the non-current records of individuals, groups, institutions, and governments that contain information of **enduring value**. Archival records are the products of everyday activity. Researchers use them for both their administrative and historical value. They help us to interpret and understand the past. Archival record formats include*

- ♦ *Unpublished letters, diaries, and manuscripts*
- ♦ *Photographs & film*
- ♦ *Video & sound recordings*
- ♦ *Computer tapes, video and optical disks*



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

800 Park Avenue

Plainfield NJ 07060

908-757-1111 ext. 1400

E-mail: localhistory@plfdpl.info

Website: www.plfdpl.info



ARCHIVES & PRESERVATION BASICS



Basic Tips for Getting Started

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

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.
- ♦ Avoid using fasteners such as metal 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, 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 not wood

USEFUL WEBSITES

Care and preservation basics

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

NEDCC List of preservation leaflets

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

Caring for your family archives

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

Film preservation

<http://www.filmpreservation.org/preservation-basics>

Establishing a local history collection

<http://www.ala.org/rusa/resources/guidelines/guidelinesestablishing>

Creating a synagogue archive

<http://americanjewisharchives.org/publications/starting.php>

Brief guide for congregation archives

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

ARCHIVAL SUPPLY VENDORS

University Products

<https://www.universityproducts.com/>

Archival Methods

<https://www.archivalmethods.com/>

Gaylord Archival

<http://www.gaylord.com/>

Also check out [Hollinger Metal Edge](#) and [Conservation Resources](#)

ARCHIVAL ORGANIZATIONS

The National Archives & Records Administration (NARA)

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

Society of American Archivists (SAA)

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

Northeast Document Conservation Center (NEDCC)

<https://www.nedcc.org/>

Mid-Atlantic Regional Archives Conference (MARAC)

<http://www.marac.info/>