

Newsprint

If this section is not applicable to the collection(s) being surveyed, note that here and move to the next section.

1. Provide a general description of the types of newspaper and other newsprint found in the collection(s), including loose issues, bound newspapers, news clippings, etc.

Storage

2. How are original loose newspaper issues stored? Is it necessary to retain the originals, or could they be reformatted?
3. How are bound newspapers stored?
4. Which newspapers have been reformatted and how?

If original bound newspapers must be retained, are they stored flat according to the guidelines for oversize bound volumes?

5. Are news clippings photocopied onto permanent paper or otherwise reproduced for preservation purposes?

6. If original news clippings are retained, how are they stored?

Condition

7. What is the general condition of newspapers and other newsprint materials? Note damage such as surface dirt and soiling, water stains, yellowing, embrittlement, deteriorated ink, evidence of mold or insects, or evidence of poor handling.

Are there any specific items or groups of items that appear to be particularly fragile and/or damaged?

8. What is the current and projected future use of these materials?

- Heavy (frequent exhibits, research, or education use)
- Medium (occasional exhibit or research use)
- Low (permanent storage, handled infrequently)

9. What preservation actions are priorities for these materials in the collection(s)?

- Move collection or modify environment
- Improve shelving practices (e.g. shelves books by size, adjust books upright, etc.)
- Rehouse volumes into archival boxes, clamshell boxes, wrappers, etc.
- Reformat and/or digitize volumes
- Seek conservation treatment
- Other: