

## Photographic Materials

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

1. Provide a general description of the types of photographic materials found in the collection(s).

## Storage and Handling

2. What are the environmental conditions in the area(s) where photographic materials are stored?
3. Are storage areas housing photograph collections cleaned regularly to prevent accumulation of dust and debris?
4. Are prints individually enclosed, and filed or boxed in enclosures that have passed the Photographic Activity Test (PAT)?
5. Are photographs in different formats and sizes (e.g., stereo views, mounted prints, cased photographs) grouped and stored by size and format?

6. Have any photographic materials been placed in cold storage?
  
  
  
  
  
  
  
  
  
  
7. Have scans, photocopies or duplicate prints been made for first access to any photographs, so originals need not be handled?
  
  
  
  
  
  
  
  
  
  
8. Are gloves worn when handling photographs? If so, what kind?

**Condition**

9. What is the general condition of photographs in the collection(s)? Note damage such as surface dirt and soiling, water stains, embrittlement, discoloration, odor, 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?

10. 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)

11. 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:

### Negatives

12. Provide a general description of the types of negatives found in the collection(s). Describe the different formats included (e.g. nitrate negatives, glass plate negatives, etc.)

### Storage

13. What are the environmental conditions in the area(s) where negatives are stored?
14. Are negatives individually enclosed, and filed or boxed in enclosures that have passed the Photographic Activity Test (PAT)?

15. Are negatives isolated from the rest of the collections?
  
  
  
  
  
  
  
  
  
  
16. Have arrangements been made to duplicate and discard nitrate film and early safety (acetate) film?
  
  
  
  
  
  
  
  
  
  
17. Have scans, photocopies or prints been made for first access to any negatives, so originals need not be handled?
  
  
  
  
  
  
  
  
  
  
18. Are gloves worn when handling negatives? If so, what kind?

### **Condition**

19. What is the general condition of negatives? Note damage such as surface dirt and soiling, embrittlement, odor, evidence of mold or insects, cracked or deteriorated emulsion, or evidence of poor handling.

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

20. 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)

21. 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: