Oversize Paper Objects Storage Checklist

Action	Needed?	Priority	Notes
Provide flat files/other			
oversize storage system			
Estimate quantity of folders needed			
needed			
Make polyester/paper folders			
Unroll rolled objects (if this			
can be done without			
damaging the items)			
Replace acidic storage tubes			
replace acture storage tases			
Provide space for safe hand-			
ling (rearrange furniture, or			
identify larger space and relocate collection)			
relocate collection)			
Provide large work surface			
Train staff in safe handling			
of large objects			
Get conservator's evaluation/			
condition survey			
Conservation treatment may			
be needed for:			
Other			
Other			
Other			
Cilio			

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