

Pamphlets Storage Checklist

Action	Needed?	Priority	Notes
Replace acidic binders/ enclosures			
Make pamphlet enclosures			
Sew into preservation binders			
Rehouse pamphlets from open pamphlet boxes to closed archival boxes			
Develop photocopy guidelines/restrict photocopying			
Relocate pamphlets of high/ special value to restricted storage/use			
Get conservator's evaluation/ condition survey			
Conservation treatment may be needed for:			
Other			
Other			
Other			