

ONLINE SOURCES FOR PRESERVATION INFORMATION

General Information

- ◆ Missouri State Archives Conservation Notes
<https://www.sos.mo.gov/archives/localrecs/conservation>
- ◆ American Institute for Conservation of Historic and Artistic Works
<http://www.conservation-us.org/about-conservation/caring-for-your-treasures>
- ◆ Canadian Conservation Institute (CCI) Notes
<https://www.canada.ca/en/conservation-institute/services/conservation-preservation-publications/canadian-conservation-institute-notes.html>
- ◆ Conservation Center for Art & Historic Artifacts
<http://www.ccaha.org/publications>
- ◆ Northeast Document Conservation Center (NEDCC) Preservation Leaflets
<https://www.nedcc.org/free-resources/preservation-leaflets/overview>
- ◆ Smithsonian Museum Conservation Institute
https://www.si.edu/mci/english/learn_more/taking_care/index.html
- ◆ Library of Congress Collections Care
<http://www.loc.gov/preservation/care/>
- ◆ National Archives
<https://www.archives.gov/preservation>
- ◆ University of Illinois at Urbana-Champaign Preservation Self-Assessment Program
<https://psap.library.illinois.edu/advanced-help>
- ◆ National Park Service Conserv-O-Grams
https://www.nps.gov/museum/publications/conservoogram/cons_toc.html

Care of Paper Documents

- ◆ Missouri State Archives – *Storage and Housing of Archival Collections*
<https://www.sos.mo.gov/archives/localrecs/conservation/notes/storage>
- ◆ Northeast Document Conservation Center – *Storage Methods and Handling Practices*
<https://www.nedcc.org/free-resources/preservation-leaflets/4.-storage-and-handling/4.1-storage-methods-and-handling-practices>
- ◆ Northeast Document Conservation Center – *Storage Enclosures for Books and Artifacts on Paper*
<https://www.nedcc.org/free-resources/preservation-leaflets/4.-storage-and-handling/4.4-storage-enclosures-for-books-and-artifacts-on-paper>
- ◆ American Institute for Conservation of Historic and Artistic Works – *Caring for Paper*
<https://learning.culturalheritage.org/caring-treasures>
- ◆ Missouri State Archives – *Surface Cleaning of Paper*
<https://www.sos.mo.gov/archives/localrecs/conservation/notes/surfacecleaning>
- ◆ Missouri State Archives – *Humidification and Flattening of Documents*
<https://www.sos.mo.gov/archives/localrecs/conservation/notes/humidification>
- ◆ Canadian Conservation Institute – *General Precautions for Storage Areas*
<https://www.canada.ca/en/conservation-institute/services/conservation-preservation-publications/canadian-conservation-institute-notes/precautions-storage-areas.html>
- ◆ National Archives – *Storing Family Papers and Photographs*
<https://www.archives.gov/preservation/family-archives/storing>
- ◆ National Archives – *Housing Enclosures for Archival Records*
<https://www.archives.gov/preservation/storage/specs-housing-exhibition-2015-current.html>

- ◆ Library of Congress – *Care, Handling and Storage of Works on Paper*
<http://www.loc.gov/preservation/care/paper.html>
- ◆ Northeast Document Conservation Center – *Storage Solutions for Oversized Paper Artifacts*
<https://www.nedcc.org/free-resources/preservation-leaflets/4.-storage-and-handling/4.9-storage-solutions-for-oversized-paper-artifacts>
- ◆ University of Illinois at Urbana-Champaign – *Paper & Book*
https://psap.library.illinois.edu/collection-id-guide#paper_book

Care of Newspapers

- ◆ Library of Congress – *Preservation Measures for Newspapers*
<http://www.loc.gov/preservation/care/newspap.html>
- ◆ Smithsonian Institution Archives – *How Do I Preserve My Newspaper?*
<https://siarchives.si.edu/services/forums/collections-care-guidelines-resources/how-do-i-preserve-my-newspaper>
- ◆ Minnesota Historical Society – *Preserving History*
http://www.mnhs.org/preserve/conservation/reports/nytimes_preserving.pdf
- ◆ Wyoming State Library – *Care & Handling of Newspapers*
<https://newspapers.wyo.gov/about/care>

Care of Parchment

- ◆ University of Illinois at Urbana-Champaign – *Parchment*
<https://psap.library.illinois.edu/collection-id-guide/parchment>
- ◆ State Library of Queensland – *Caring for Your Collections: Parchment Documents*
http://www.slq.qld.gov.au/_data/assets/pdf_file/0006/276234/Caring-for-your-collections-Parchment-documents.pdf

Care of Books

- ◆ Missouri State Archives – *Care of Scrapbooks*
<https://www.sos.mo.gov/archives/localrecs/conservation/notes/scrapbooks>
- ◆ American Institute for Conservation of Historic and Artistic Works – *Caring for Books*
<https://learning.culturalheritage.org/caring-treasures>
- ◆ Cornell University Library – *Preserving Books in Your Home Library*
<https://lenasalina.files.wordpress.com/2016/05/preserving-books-in-your-home-library.pdf>
- ◆ Conservation Center for Art & Historic Artifacts – *Preventive Care of Book Collections*
<https://ccha.org/resources/preventive-care-book-collections>
- ◆ Canadian Conservation Institute – *Basic Care of Books*
<https://www.canada.ca/en/conservation-institute/services/conservation-preservation-publications/canadian-conservation-institute-notes/basic-care-books.html>
- ◆ Library of Congress – *Care, Handling and Storage of Books*
<http://www.loc.gov/preservation/care/books.html>
- ◆ National Park Service – *How To Care For Bound Archival Materials*
<https://www.nps.gov/museum/publications/conservoogram/19-18.pdf>
- ◆ Northeast Document Conservation Center – *Cleaning Books and Shelves*
<https://www.nedcc.org/free-resources/preservation-leaflets/4.-storage-and-handling/4.3-cleaning-books-and-shelves>
- ◆ Northeast Document Conservation Center – *Storage Methods and Handling Practices*
<https://www.nedcc.org/free-resources/preservation-leaflets/4.-storage-and-handling/4.1-storage-methods-and-handling-practices>

Care of Photographs

- ◆ Northeast Document Conservation Center – *Care of Photographs*
<https://www.nedcc.org/free-resources/preservation-leaflets/5.-photographs/5.3-care-of-photographs>
- ◆ Northeast Document Conservation Center – *A Short Guide to Film Base Photographic Materials: Identification, Care, and Duplication*
<https://www.nedcc.org/free-resources/preservation-leaflets/5.-photographs/5.1-a-short-guide-to-film-base-photographic-materials-identification,-care,-and-duplication>
- ◆ American Institute for Conservation of Historic and Artistic Works – *Caring for Photographs*
<https://learning.culturalheritage.org/caring-treasures>
- ◆ Gaylord Archival – *Archival Storage of Photographic Materials*
<http://www.gaylord.com/resources/guide-to-collections-care/section-2>
- ◆ Library of Congress – *Care, Handling and Storage of Photographs*
<http://www.loc.gov/preservation/care/photolea.html>
- ◆ Canadian Conservation Institute – *Care of Encased Photographic Images*
<https://www.canada.ca/en/conservation-institute/services/conservation-preservation-publications/canadian-conservation-institute-notes/care-encased-photographic-images.html>
- ◆ Canadian Conservation Institute – *Care of Black-and-White Photographic Prints*
<https://www.canada.ca/en/conservation-institute/services/conservation-preservation-publications/canadian-conservation-institute-notes/care-black-white-photographic-prints.html>
- ◆ Canadian Conservation Institute – *Care of Color Photographic Materials*
<https://www.canada.ca/en/conservation-institute/services/conservation-preservation-publications/canadian-conservation-institute-notes/care-colour-photographic-materials.html>
- ◆ Conservation Center for Art & Historic Artifacts – *Storing Your Photographic Collection: A Guide to Choosing the Proper Materials for Long-term Storage*
<https://ccha.org/resources/storing-your-photographic-collection-guide-choosing-proper-materials-long-term-storage>
- ◆ National Archives – *Storing Family Papers and Photographs*
<https://www.archives.gov/preservation/family-archives/storing>
- ◆ National Archives – *How Do I House Glass Plate Negatives?*
<https://www.archives.gov/preservation/storage/glass-plate-negatives.html>
- ◆ University of Illinois at Urbana-Champaign – *Photographic & Image Material*
https://psap.library.illinois.edu/collection-id-guide#photo_image

Matting and Framing

- ◆ Library of Congress – *Preservation Guidelines for Matting and Framing*
<http://www.loc.gov/preservation/care/mat.html>
- ◆ Northeast Document Conservation Center – *Matting and Framing for Art and Artifacts on Paper*
<https://www.nedcc.org/free-resources/preservation-leaflets/4.-storage-and-handling/4.10-matting-and-framing-for-art-and-artifacts-on-paper>
- ◆ American Institute for Conservation – *Matting and Framing Works of Art and Documents on Paper*
<https://learning.culturalheritage.org/public>
- ◆ New York State Archives – *Matting and Framing*
<http://www.archives.nysed.gov/records/memory/matting-and-framing>

Care of Audio Visual Materials

- ◆ American Institute for Conservation of Historic and Artistic Works – *Caring for Home Videotape*
<https://learning.culturalheritage.org/caring-treasures>

- ◆ National Archives – *Motion Picture Film Guidance*
<https://www.archives.gov/preservation/formats/motion-picture-film-toc.html>
- ◆ National Archives – *Audio Guidance*
<https://www.archives.gov/preservation/formats/audio-toc.html>
- ◆ National Archives – *Video Guidance*
<https://www.archives.gov/preservation/formats/video-toc.html>
- ◆ Library of Congress – *Care, Handling and Storage of Audio Visual Materials*
<http://www.loc.gov/preservation/care/record.html>
- ◆ Library of Congress – *Care, Handling and Storage of Motion Picture Film*
<http://www.loc.gov/preservation/care/film.html>
- ◆ National Park Service – *Caring for Cellulose Nitrate Film*
<https://www.nps.gov/museum/publications/conservoogram/14-08.pdf>
- ◆ University of Illinois at Urbana-Champaign – *Audiovisual Media*
<https://psap.library.illinois.edu/collection-id-guide#audiovisual>

Care of Paintings

- ◆ American Institute for Conservation of Historic and Artistic Works – *Caring for Paintings*
<https://learning.culturalheritage.org/caring-treasures>
- ◆ Canadian Conservation Institute – *Storage and Display Guidelines for Paintings*
<https://www.canada.ca/en/conservation-institute/services/conservation-preservation-publications/canadian-conservation-institute-notes/storage-display-guidelines-paintings.html>
- ◆ Canadian Conservation Institute – *Cleaning Paintings – Precautions*
<https://www.canada.ca/en/conservation-institute/services/conservation-preservation-publications/canadian-conservation-institute-notes/cleaning-paintings-precautions.html>
- ◆ Canadian Conservation Institute – *Know Your Paintings – Structure, Materials and Aspects of Deterioration*
<https://www.canada.ca/en/conservation-institute/services/conservation-preservation-publications/canadian-conservation-institute-notes/know-your-paintings-deterioration.html>
- ◆ Canadian Conservation Institute – *Basic Handling of Paintings*
<https://www.canada.ca/en/conservation-institute/services/conservation-preservation-publications/canadian-conservation-institute-notes/basic-handling-paintings.html>
- ◆ Smithsonian Museum Conservation Institute – *Caring For Your Paintings*
https://www.si.edu/mci/english/learn_more/taking_care/care_painting.html

Care of Textiles

- ◆ Gaylord Archival – *Archival Storage of Textiles*
<http://www.gaylord.com/resources/guide-to-collections-care/section-3>
- ◆ American Institute for Conservation of Historic and Artistic Works – *Caring for Textiles*
<https://learning.culturalheritage.org/caring-treasures>
- ◆ Canadian Conservation Institute – *Textiles and the Environment*
<https://www.canada.ca/en/conservation-institute/services/conservation-preservation-publications/canadian-conservation-institute-notes/textiles-environment.html>
- ◆ Canadian Conservation Institute – *Flat Storage for Textiles*
<https://www.canada.ca/en/conservation-institute/services/conservation-preservation-publications/canadian-conservation-institute-notes/flat-storage-textiles.html>
- ◆ Canadian Conservation Institute – *Rolled Storage for Textiles*
<https://www.canada.ca/en/conservation-institute/services/conservation-preservation-publications/canadian-conservation-institute-notes/rolled-storage-textiles.html>

- ◆ Smithsonian Museum Conservation Institute – *Stain Removal from Textiles*
https://www.si.edu/mci/english/learn_more/taking_care/stains.html
- ◆ Smithsonian Museum Conservation Institute – *How to Handle Antique Textiles and Costumes*
https://www.si.edu/mci/english/learn_more/taking_care/handletex.html
- ◆ National Park Service – *Storage Techniques for Hanging Garments: Padded Hangers*
<https://www.nps.gov/museum/publications/conservoogram/04-05.pdf>
- ◆ National Park Service – *Dry Cleaning Museum Textiles*
<https://www.nps.gov/museum/publications/conservoogram/16-02.pdf>
- ◆ National Park Service – *Flag Rolling and Storage*
<https://www.nps.gov/museum/publications/conservoogram/16-05.pdf>
- ◆ Minnesota Historical Society – *Preserving Historic Quilts*
<http://www2.mnhs.org/about/publications/techtalk/TechTalkSeptember1997.pdf>

Care of Ceramics and Glass Objects

- ◆ American Institute for Conservation of Historic and Artistic Works – *Caring for Ceramic and Glass Objects*
<https://learning.culturalheritage.org/caring-treasures>
- ◆ Canadian Conservation Institute – *Care of Ceramics and Glass*
<https://www.canada.ca/en/conservation-institute/services/conservation-preservation-publications/canadian-conservation-institute-notes/care-ceramics-glass.html>
- ◆ University of Illinois at Urbana-Champaign – *Ceramic*
<https://psap.library.illinois.edu/advanced-help/advhelp-ceramics>
- ◆ University of Illinois at Urbana-Champaign – *Glass*
<https://psap.library.illinois.edu/advanced-help/advhelp-glass>
- ◆ University of Illinois at Urbana-Champaign – *Object Materials*
<https://psap.library.illinois.edu/collection-id-guide/objectmaterials#ceramic>

Care of Furniture and Wooden Objects

- ◆ American Institute for Conservation of Historic and Artistic Works – *Caring for Furniture*
<https://learning.culturalheritage.org/caring-treasures>
- ◆ Canadian Conservation Institute – *Care of Furniture Finishes*
<https://www.canada.ca/en/conservation-institute/services/conservation-preservation-publications/canadian-conservation-institute-notes/care-furniture-finishes.html>
- ◆ Canadian Conservation Institute - *Care and Cleaning of Unfinished Wood*
<https://www.canada.ca/en/conservation-institute/services/conservation-preservation-publications/canadian-conservation-institute-notes/care-unfinished-wood.html>
- ◆ Smithsonian Museum Conservation Institute – *Furniture Care and Handling*
https://www.si.edu/mci/downloads/taking_care/MCIFurnitureCare.pdf
- ◆ Smithsonian Museum Conservation Institute – *Preserving and Restoring Furniture Coatings*
https://www.si.edu/mci/downloads/taking_care/MCIFurnitureCoating.pdf

Care of Metal Objects

- ◆ American Institute for Conservation of Historic and Artistic Works – *Caring for Metal Objects*
<https://learning.culturalheritage.org/caring-treasures>
- ◆ Canadian Conservation Institute – *Storage of Metals*
<https://www.canada.ca/en/conservation-institute/services/conservation-preservation-publications/canadian-conservation-institute-notes/storage-metals.html>
- ◆ Canadian Conservation Institute – *Basic Care of Coins, Medals and Medallion Art*

<https://www.canada.ca/en/conservation-institute/services/conservation-preservation-publications/canadian-conservation-institute-notes/care-coins-medals-medallic-art.html>

- ◆ Canadian Conservation Institute – *Silver – Care and Tarnish Removal*
<https://www.canada.ca/en/conservation-institute/services/conservation-preservation-publications/canadian-conservation-institute-notes/care-silver.html>
- ◆ University of Illinois at Urbana-Champaign – *Object Materials*
<https://psap.library.illinois.edu/collection-id-guide/objectmaterials#ceramic>

Storage Environment

- ◆ Northeast Document Conservation Center – *Temperature, Relative Humidity, Light, and Air Quality: Basic Guidelines for Preservation*
<https://www.nedcc.org/free-resources/preservation-leaflets/2.-the-environment/2.1-temperature,-relative-humidity,-light,-and-air-quality-basic-guidelines-for-preservation>
- ◆ Northeast Document Conservation Center – *Monitoring Temperature and Relative Humidity*
<https://www.nedcc.org/free-resources/preservation-leaflets/2.-the-environment/2.2-monitoring-temperature-and-relative-humidity>
- ◆ Conservation Center for Art & Historic Artifacts – *Lower-Cost Environmental Datalogger Quick Comparison Chart*
<https://ccaha.org/sites/default/files/attachments/2019-11/2019%20Environmental%20Datalogger%20Quick%20Comparison%20Chart.pdf>
- ◆ Northeast Document Conservation Center – *Protection from Light Damage*
<https://www.nedcc.org/free-resources/preservation-leaflets/2.-the-environment/2.4-protection-from-light-damage>
- ◆ National Park Service – *Choosing UV-Filtering Window Films*
<https://www.nps.gov/museum/publications/conservoogram/03-10.pdf>
- ◆ Canadian Conservation Institute – *Ultraviolet Filters*
<https://www.canada.ca/en/conservation-institute/services/conservation-preservation-publications/canadian-conservation-institute-notes/ultraviolet-filters.html>

Time Capsules

- ◆ Canadian Conservation Institute – *Time Capsules*
<https://www.canada.ca/en/conservation-institute/services/conservation-preservation-publications/canadian-conservation-institute-notes/time-capsules.html>
- ◆ Smithsonian Museum Conservation Institute – *Time Capsules*
https://www.si.edu/mci/english/learn_more/taking_care/timecaps.html

Finding and Selecting a Conservator

- ◆ American Institute for Conservation – *Hiring a Conservation Professional*
<https://www.culturalheritage.org/membership/find-a-conservator/hiring-a-conservation-professional>
- ◆ Northeast Document Conservation Center – *Choosing and Working with a Conservator*
<https://www.nedcc.org/free-resources/preservation-leaflets/7.-conservation-procedures/7.7-choosing-and-working-with-a-conservator>

Disaster Planning

- ◆ Northeast Document Conservation Center – *An Introduction to Fire Detection, Alarm, and Automatic Fire Sprinklers*

<https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.2-an-introduction-to-fire-detection,-alarm,-and-automatic-fire-sprinklers>

- ◆ Northeast Document Conservation Center – *Emergency Planning*
<https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.3-emergency-planning>

Disaster Recovery

- ◆ Northeast Document Conservation Center – *Emergency Salvage of Wet Books and Records*
<https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.6-emergency-salvage-of-wet-books-and-records>
- ◆ Northeast Document Conservation Center – *Emergency Salvage of Wet Photographs*
<https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.7-emergency-salvage-of-wet-photographs>
- ◆ Northeast Document Conservation Center – *Freezing and Drying Wet Books and Records*
<https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.12-freezing-and-drying-wet-books-and-records>
- ◆ Conservation Center for Art & Historic Artifacts – *Salvaging Art on Paper*
<https://ccaha.org/sites/default/files/attachments/2018-06/Salvaging%20Art%20on%20Paper.pdf>
- ◆ Conservation Center for Art & Historic Artifacts – *Salvaging Photograph Collections*
<https://ccaha.org/sites/default/files/attachments/2018-07/technical-bulletin-salvaging-photographs.original.pdf>
- ◆ Conservation Center for Art & Historic Artifacts – *Salvaging Books*
<https://ccaha.org/sites/default/files/attachments/2018-07/technical-bulletin-salvaging-books.original.pdf>
- ◆ Library of Congress – *What To Do When Collections Get Wet*
<http://www.loc.gov/preservation/emergprep/dry.html>

Mold

- ◆ Conservation Center for Art & Historic Artifacts – *Managing a Mold Invasion: Guidelines for Disaster Response*
<https://ccaha.org/resources/managing-mold-infestation-guidelines-disaster-response>
- ◆ Northeast Document Conservation Center – *Emergency Salvage of Moldy Books and Paper*
<https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.8-emergency-salvage-of-moldy-books-and-paper>
- ◆ National Park Service – *Mold: Prevention of Growth in Museum Collections*
<https://www.nps.gov/museum/publications/conservoogram/03-04.pdf>
- ◆ Solinet Preservation Program – *Invasion of the Giant Mold Spore*
<http://cool.conservation-us.org/byauth/nyberg/spore.html>

Integrated Pest Management

- ◆ Missouri State Archives – *Integrated Pest Management*
<https://www.sos.mo.gov/archives/localrecs/conservation/notes/pestmanagement>
- ◆ Smithsonian Museum Conservation Institute – *Integrated Pest Management*
<https://www.si.edu/mci/downloads/articles/pests9.pdf>
- ◆ Canadian Conservation Institute – *Preventing Infestations: Control Strategies and Detection Methods*
<https://www.canada.ca/en/conservation-institute/services/conservation-preservation-publications/canadian-conservation-institute-notes/preventing-infestations.html>

- ◆ Northeast Document Conservation Center – *Integrated Pest Management*
<https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.10-integrated-pest-management>

Appraisal

- ◆ Smithsonian Museum Conservation Institute – *Artifact Appraisals*
https://www.si.edu/mci/english/learn_more/taking_care/appraisal.html
- ◆ American Society of Appraisers
<http://www.appraisers.org>
- ◆ Appraisers Association of America
<http://www.appraisersassociation.org/>
- ◆ Antiquarian Booksellers of America
<https://www.abaa.org/>
- ◆ Antiques Roadshow
<http://www.pbs.org/wgbh/roadshow/appraisers/>

For further information

The conservation staff of the Local Records Preservation Program is available to provide additional guidance and support. Contact them at: P.O Box 1747, Jefferson City, MO 65102, (573) 751-9047, or local.records@sos.mo.gov.

The Local Records staff has compiled a list of preservation-related vendors, particularly those that provide supplies and services to Missouri citizens and government officials. It is available from the Local Records office or at http://www.sos.mo.gov/CMSImages/LocalRecords/Vendors_Information.pdf.

Published by the Local Records Preservation Program, Missouri State Archives, Office of the Secretary of State. The full set of Conservation Notes on this and other topics is available at <https://www.sos.mo.gov/archives/localrecls/conservation>.

Revised December 2019

The Missouri Secretary of State and employees of that office cannot be held responsible for interpretation or negligence concerning information presented in this handout which ultimately results in damage to cultural property or presents a health risk.