ARCHIVES PROCESSING

Basic Preservation Techniques

Farmingdale Public Library
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Sponsored by: LILRC Conservation & Preservation Committee
Overview

Archives processing or ‘foldering’ is the process by which documents and records are re-housed within containers which protect them from the environment; the removal of harmful fasteners reduces the potential for further decay and aging.
Foldering Documents
Steps 1 & 2

1. Assess the nature of the work or document to be housed.

2. Place the work or document within the folder. Use a folder which is larger than the item to be housed.
3. Ensure that the work is covered by the folder’s edges.

4. Remove the item, and label the folder.
Foldering Documents
Step 5

5. Replace the work, and repeat the process until all items are housed within folders.
THANK YOU!