



HOW TO GET STARTED PRESERVING PHOTOGRAPHS

The first step is to identify what the picture shows, because only photos that are identified and labeled are worth preserving. Sometimes it's best to start with your most current photos and work backward in time. Note what's going on in the picture, who's in it and where the picture was taken. Date the photo as closely as you can. Write the information on the back of the photo with a soft 6B drawing pencil, which is available in art-supply shops. Be sure to use people's real names if you know them, not just associations like "mother" or "grandfather".

For home movies, write the identifications on the leader. Note when it was shot, who shot it, and what the event is. Home movies can be very difficult to identify. If possible, sit down with the person who made the movie, ask them to narrate it and take notes.

Many people have old photos in their collections that are unidentifiable. You often can't say with certainty whether the person shown is a family member. Set these pictures aside and work on them last. Put your energy into the ones that can be identified.



STORING PHOTOGRAPHS AND SLIDES

After you've identified the photos, work on storing them properly. There are two primary ways to store photographic prints—using the filing system in archival boxes or using photo albums.

Use file photos in archival boxes if you have a lot of photos to arrange. You can organize the pictures in files by subject, person, or year. Once the pictures are organized, you can pick the best and put them in an album. It's important to use acid-free folders and boxes. The acids in paper products can be harmful to photos.



Albums allow you to display pictures more easily, but also tend to be more expensive than filing. Webway manufactures some of the best pre-made albums. Again, seek out acid-free papers and notebooks made from archival board. Or you can buy clear plastic pages made from polypropylene and insert the photos.

Do not use vinyl pages or notebooks—they emit harmful vapors and shorten the life of photos.

In general, don't take apart existing photo albums. They're like diaries and scrapbooks; they have a personal story and order to them. Often they contain the handwriting of the person who made them. If the photos in an old album have become loose because of detached or missing photo corners, replace the photo corners. The exception to the don't-take-apart rule is magnetic photo albums. They contain a sticking material that is detrimental to photos, and they need to be taken apart. People buy them because they allow you to easily arrange photos on a page, but photo corners allow easy arrangement too.

Slides can be stored in boxes or carousel trays if you keep the lid on; they are very susceptible to dust. Non-vinyl slide pages can also be used. And if you have slides, photo CDs, home movies, or home videos, be sure to save

the hardware that you'll need to view them. You'll need that equipment to enjoy your images, when the technology becomes obsolete in the future.

DISPLAYING FRAMED PHOTOGRAPHS

Exposure to light can hurt photos. Locate framed pictures on the least sunny walls in your house. Better yet, make a copy of the photo and keep the original in dark storage. Metal frames are preferable to wood. Use a 100 percent rag matte board and remove any wooden backing used in old frames.

Dark storage is especially important for color photos, such as children's school portraits. Some studios do not process them properly, making them more susceptible to color changes. Since they come in multiples, display one and keep one in storage. If it changes color have a black and white photo made.

MAKING PHOTOGRAPHS LAST LONGER

The absolute best film to use—if you want your pictures to be around for your grandchildren and their children—is black and white. Most color photos fade over time. If black and white pictures don't seem appropriate or possible, then take color prints or slides. Prints have the advantage of being easier to view, and they don't accumulate dust as much as slides. Instant pictures are good for parties and games only. They're likely to disappear in 10 years, so when you're going to document an important event, leave your instant camera at home.

It's very important to save you negatives. Many people think negatives are a nuisance, but they are the originals and they'll allow you to make new prints if a print is destroyed. Negatives last well if they're not handled. Keep them in polyethelene or polypropylene sleeves.

WHERE TO BUY QUALITY PRESERVATION SUPPLIES

Some high-quality photo restoration supplies are easy to find; others require a little more effort.

- Many photo shops and some stationery stores carry photo corners, archival-quality plastic pages and non-vinyl photo albums.
- Out-of-state suppliers with a large stock of archival storage materials include Light Impressions, Rochester, N.Y. (1-800-828-6216); University Products, Holyoke, Mass. (1-800-628-1912); and Gaylord Bros., Syracuse, N.Y. (1-800-448-6160). Call and ask for their catalogs.

RESTORING OLD, DAMAGED PHOTOGRAPHS

Copy photography is the way to save the images on torn or defaced photographs. A basic rule in photograph preservation is to leave the original just the way it is. A copy photographer will use retouched *copy negatives* or *copy prints* to bring back the image. Photo studios that offer copy photography can be found in the yellow pages.

AMERICAN HERITAGE CENTER

2111 Willett Drive (Centennial Complex)

Postal Address:

University of Wyoming
P.O. Box 3924
Laramie, WY 82071

Phone: 307-766-4114

FAX: 307-766-5511

e-mail: General: ahc@uwyo.edu
Reference: ahcref@uwyo.edu

Website: www.uwyo.edu/ahc

