

Best practice guidelines for depositors of paper records

If you are planning to deposit a set of records at HARC there are a few things that you can do to reduce unnecessary conservation work and prevent the records from degrading early.

1. Avoid using or remove poly pockets/ plastic sleeves. The plastic casing will become brittle, yellow or cloudy as it degrades. Also, as the PVC breaks down it can lead to the development of a harmful acid which causes damage to the documents over time.
2. Avoid using or remove post-it notes or self-adhesive tape if possible.
3. Avoid or remove stainless steel staples or paperclips which rust; staining the paper and eventually wearing holes in the documents. Brass paperclips or brass staples will not rust so are preferable.
4. Make sure that the records are packed in boxes rather than plastic bags. Plastic bags prevent air circulation and can also give off gases harmful to paper.

N.B. If you are not able to spend time removing poly pockets, staples, paperclips etc. please still bring the records to us for deposit and we will do the conservation on them when they are in our care.