

# Appendix F

## Salvage at a Glance

| Material  | Priority                                  | Handling Precautions                          | Packing Method  | Drying Method   |
|---|---|---|---|---|
| <b>Paper Documents &amp; Manuscripts</b>  |   |   |   |   |
| Stable media  | Freeze or dry within 48 hours.            | Don't separate single sheets.                 | Interleave between folders and pack in milk crates or cartons.                                | Air, vacuum or freeze dry.  |
| Soluble inks (felt pens, colored pens, ball point pens)                         | Immediately freeze or dry.                | Do not blot.                                  | Interleave between folders and pack in milk crates or cartons.                                | Air or freeze dry.  |
| <b>Maps &amp; Plans</b>   |   |   |   |   |
| Stable media  | Freeze or dry within 48 hours.            | Use extra caution if folded or rolled.        | Pack in map drawers, bread trays, flat boxes, on heavy cardboard or poly-covered plywood.     | Air or freeze dry.  |
| Soluble media: Maps and plans by photoreproductive processes, hand-colored maps | Immediately freeze or dry.                | Do not blot.                                  | Interleave between folders and pack as above.   | Air or freeze dry.  |
| Drafting linens   | Immediately freeze or dry.                | Avoid pressure. Inks can smear away           | Pack like maps in containers lined with plastic.  | Air or freeze dry. Air dry by separating sheets and interleaving.   |
| Maps on coated papers   | Immediately freeze or dry.                |   | Pack like maps in containers lined with plastic.  | Freeze drying preferred.  |
| <b>Books</b>  |   |   |   |   |
| Books and pamphlets   | Freeze or dry within 48 hours.            | Do not open or close; do not separate covers. | Separate with freezer paper, and pack spine down in milk crate or cardboard box 1 layer deep. | Air, vacuum, or freeze dry.   |
| Leather and vellum bindings   | Immediately dry; or freeze if many books. | Do not open or close; do not separate covers. | Separate with freezer paper, pack spine down in milk crate or cardboard box 1 layer deep.     | Air dry.  |
| Books and periodicals with coated papers  | Immediately freeze or dry.                | Do not open or close; do not separate covers. | Keep wet; pack spine down in containers lined with garbage bags.                              | Freeze drying preferred. Air dry by fanning pages and interleaving. |

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| <b>Parchment &amp; Vellum Manuscripts</b>                         |  |  |   |   |
|   | Immediately freeze or dry.   |  | Interleave between folders. Pack oversize materials flat.                                 | Air or freeze dry. Do not freeze dry gilded or illuminated manuscripts. |
| <b>Works of Art on Paper</b>                                      |  |  |   |   |
| Prints and drawings with stable media                             | Freeze or dry within 48 hours.   | Don't separate single sheets.  | Interleave between folders and pack in milk crates or cartons.                            | Air, vacuum, or freeze dry  |
| Oversize prints and drawings                                      | Freeze or dry within 48 hours.   | Use extra caution if folded or rolled.   | Pack in map drawers, bread trays, flat boxes, on heavy cardboard or poly-covered plywood. | Damp—air or freeze dry. Wet—freeze drying preferred.                    |
| Framed prints and drawings  | Freeze or dry within 48 hours.   | Handle with care – glass.  | Unframe if possible, then pack as above.  | Once unframed and unmatted, air or freeze dry.                          |
| Soluble media: Watercolors, soluble inks, and hand colored prints | Immediately freeze or dry.   | Do not blot.   | Interleave between folders and pack in milk crates or cartons.                            | Air or freeze dry.  |
| Coated papers (e.g., posters)                                     | Immediately freeze or dry.   |  | Keep wet in containers lined with garbage bags.   | Freeze drying preferred. Air dry by separating pages and interleaving.  |
| <b>Paintings</b>  |  |  |   |   |
|   | Immediately dry.   | Drain and carry horizontally.  | Face up without touching paint layer.   | Air dry.  |
| <b>Computer Media</b>   |  |  |   |   |
| Tapes   | Immediately rinse off tapes soaked by dirty water. Dry within 48 hours if paper boxes and labels; otherwise, tapes can stay wet for several days. Do not freeze. | Do not touch magnetic media with bare hands. Handle open reel tapes by hubs or reel. | Keep tapes wet in plastic bags. Pack vertically in plastic crate or tub.                  | Air dry or test vacuum drying without heat.                             |
| Floppy Disks  | Immediately pack. Do not freeze.   | Do not touch disk surface with bare hands.   | Keep wet. Pack vertically in plastic bags or tubs of cold water.                          | Air dry.  |
| <b>Compact Discs &amp; CD ROMs</b>                                |  |  |   |   |
|   | Immediately dry discs. Dry paper enclosures within 48 hours.   | Do not scratch the surface.  | Pack vertically in crates or cardboard cartons.   | Air dry.  |

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| <b>Sound and Video Recordings</b>                                   |  |  |  |   |
| Sound and Videotapes  | Immediately rinse off tapes soaked by dirty water. Dry within 48 hours if paper boxes and labels; otherwise, tapes can stay wet for several days. Do not freeze. | Do not touch magnetic media with bare hands.                     | Keep tapes wet in plastic bags. Pack vertically in plastic crate or tub. | Air dry or test vacuum drying without heat.   |
| Shellac and Acetate Discs   | Immediately dry. Dry enclosures within 48 hours.   | Discs are very fragile. Hold discs by their edges. Avoid shocks. | Pack vertically in ethafoam-padded crates.                               | Air dry, preferably with a record cleaning machine.                                     |
| Vinyl Discs   | Dry within 48 hours. Freezing is untested; if it is necessary, freeze at above -18° C (0° F). Freeze or dry enclosures within 48 hours.                          | Hold discs by their edges. Avoid shocks.                         | Pack vertically in ethafoam-padded crates.                               | Air dry, preferably with a record cleaning machine.                                     |
| <b>Black &amp; White Prints</b>                                     |  |  |  |   |
| Albumen prints  | Freeze or dry within 48 hours.   | Do not touch binder with bare hands.                             | Interleave between groups of photographs.                                | Air dry; thaw and air dry.  |
| Matte and glossy collodion prints                                   | Freeze or dry within 48 hours.   | Avoid abrasion. Do not touch binder with bare hands.             |  | Air dry; thaw and air dry; or freeze dry.   |
| Silver gelatin printing out and developing out papers               | Freeze or dry within 48 hours.   | Do not touch emulsion with bare hands.                           | Keep wet. Pack in plastic bags inside boxes.                             | Order of preference: 1) air dry, 2) thaw and air dry, 3) freeze dry. Do not vacuum dry. |
| Carbon prints and Woodburytypes                                     | Immediately freeze or dry.   | Handle carefully – swelling of binder.                           | Horizontally   | Air dry or thaw and air dry.  |
| Photomechanical prints (e.g., collotypes, photogravures) Cyanotypes | Freeze or dry within 48 hours.   | Do not separate single sheets                                    | Interleave every 2 inches and pack in boxes or crates.                   | Air dry or freeze dry.  |
| <b>Color Photographs</b>  |  |  |  |   |
| Dye transfer prints   | Package to prevent damage – recovery rate is poor. Immediately dry.  | Do not touch emulsion.   | Transport horizontally.  | Air dry face up.  |
| Chromogenic prints and negatives                                    | Freeze or dry within 48 hours.   | Do not touch binder with bare hands.                             | Keep wet. Pack in plastic bags inside boxes.                             | Order of preference: 1) Air dry, 2) thaw and air dry, 3) freeze dry. Do not vacuum dry. |

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| <b>Cased Photographs</b>  |  |   |   |   |
| Ambrotypes<br>Pannotypes  | Recovery rate is low.<br>Immediately dry.                                | Handle with care – glass supports and extremely fragile binder. | Horizontally in a padded container                                | Air dry face up.<br>Never freeze.   |
| Daguerreotypes  | Immediately dry.   | Handle with care – fragile surface, cover glass.                | Horizontally in a padded container                                | Air dry face up.<br>Never freeze.   |
| Tintypes  | Immediately dry.   | Handle with care – fragile binder.                              | Horizontally  | Air dry. Never freeze.  |
| <b>Negatives</b>  |  |   |   |   |
| Wet collodion glass plates  | Recovery rate is low.<br>Immediately dry.                                | Handle with care – glass supports and fragile binder.           | Horizontally in a padded container                                | Air dry face up.<br>Never freeze.   |
| Gelatin dry plate glass negatives   | Freeze or dry within 48 hours.   | Handle with care – glass.                                       | Keep wet. Pack in plastic bags, vertically in a padded container. | Air drying preferred; or thaw and air dry; freeze dry.  |
| Deteriorated nitrates with soluble binders  | Immediately freeze or dry. Recovery rate may be low.                     | Do not blot.  | Horizontally  | Air dry; thaw and air dry; test freeze drying.  |
| Deteriorated acetates   | Immediate freeze or dry. Recovery rate is low.                           | Handle carefully – swelling of emulsion.                        | Horizontally  | Air dry; thaw and air dry; test freeze drying.  |
| Polyester-based film, nitrates, and acetates in good condition                    | Freeze or dry within 48 hours.   | Do not touch emulsion with bare hands.                          | Keep wet. Pack in small plastic bags inside boxes.                | Order of preference: 1) Air dry, 2) thaw and air dry, 3) freeze dry. Do not vacuum dry.                       |
| <b>Transparencies</b>   |  |   |   |   |
| Lantern slides, silver gelatin  | Freeze or dry within 48 hours.   | Handle with care – loose binding tapes and glass.               | Vertically in a padded container                                  | Air drying preferred; thaw, and air dry.  |
| <b>Color Transparencies</b>   |  |   |   |   |
| Additive color transparencies (most are glass) Autochromes, Agfacolor, Dufaycolor | Package to prevent damage – recovery rate is very poor. Immediately dry. | Handle with care – loose binding tapes and glass.               | Horizontally in a padded container                                | Air dry. Never freeze.  |
| Chromogenic color transparencies, Mounted color slides and sheet films            | Freeze or dry within 48 hours.   | Handle by mounts or edges.                                      | Keep wet. Pack in plastic bags inside box.                        | Order of preference: 1) Air dry in mounts if possible. 2) thaw and air dry, 3) freeze dry. Do not vacuum dry. |

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|--------------------------------|---------------------------------|--|---|---|
| <b>Motion Pictures</b>         |                                 |  |   |   |
|                                | Rewash and dry within 48 hours. |  | Keep wet. Pack in plastic pails or cardboard cartons lined with garbage bags. | Arrange with a film processor to rewash and dry.      |
| <b>Microforms</b>              |                                 |  |   |   |
| Microfilm rolls                | Rewash and dry within 48 hours. | Do not remove from boxes; hold carton together with rubber bands | Keep wet. Pack (in blocks of 5) in a cardboard box lined with garbage bags.   | Arrange with a microfilm processor to rewash and dry. |
| Aperture cards                 | Freeze or dry within 48 hours.  |  | Keep wet. Pack in plastic bags inside boxes.                                  | Air dry, or thaw and air dry.                         |
| Jacketed microfilm             | Freeze or dry within 48 hours.  |  | Keep wet. Pack in plastic bags inside pail or box.                            | Air dry, or thaw and air dry.                         |
| Diazo and vesicular microfiche | Freeze or dry within 48 hours.  |  | Interleave between envelopes and pack in milk crates or cartons.              | Air dry, or freeze, thaw, and air dry.                |

This chart was originally published as an insert to the *WAAC Newsletter*, Vol. 19, No. 2 (May 1997), Betty Walsh, author, and Carolyn Tallent, editor. It was modeled on a table written by Julia Niebuhr Eulenberg, *Handbook for the Recovery of Water-Damaged Business Records* (Prairie Village, Kansas: ARMA International, 1986, out of print), 47-48. Used with permission of the author.