

What You'll Need to Store Your Photos...

The protection of old photographs is not as easy as simply storing them in a shoe box and placing them in the attic until a member of one's family discovers them years down the road. There are many factors to take into account when storing photos.

STEP 1: CREATE A WORKSPACE

You will need space to organize your photographs and depending on how many you have you may not be able to tackle this project in a single day. A dining room table is usually the most convenient place to set up your workspace.

STEP 2: GLOVES

Once you have designated your work area, you are going to want to handle your photos wearing gloves. The gloves will create a barrier between the oil in your hands and any dust, etc. on the photographs. White cotton or nylon gloves work the best.



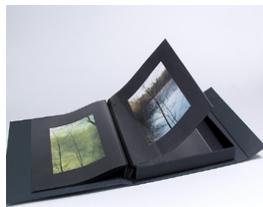
STEP 3: INVENTORY - ORGANIZE PHOTOGRAPHS

Now that you have a space and are ready to handle the photographs, you are going to want to organize them by categories - possibly by year, special occasions, or size. By doing this you will be able to determine how many of each categories you have. This will aid in deciding which storage option you will choose.

STEP 4: STORAGE OPTIONS – BOX OR ALBUM?

If you are going to be viewing the photographs on a regular basis you might want to consider placing your photos in an album or binder. Many of these options are along the lines of a 3-ring binder with pages, but a post bound alternative is also available.

Binders & Albums



Accent Album



Collector-Grade Binder



Accent Binder (L)



Ring Folio Binder Box



Binder-In-A-Box

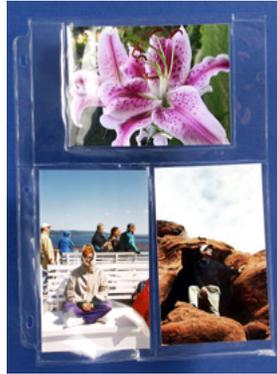


Accent Binder (S)

If you decide to go the album or binder route, your next step is to choose the style pages to use. Please, note not all pages are compatible with each binder or album.



3 Ring Page Protector



Print & Side Page



4 x 6 Sonic Page

However, if you decide to store your photos in a box instead – a popular method is a kit that stores 4 x 6 prints. There are several of these to choose from. In addition, any archival box – be it a metal edge, clam shell or other style offer superb, safe, quality storage for you photographs.



4 x 6 Kits

Either method will provide archival, quality storage for your photographs and ensure they'll be viewed for many generations to come.

STEP 5: LABEL?

Depending on which method you choose for storage, your options on how to label the various categories of your photographs may vary. Many kits provide index cards for labeling. Labeling your prints is not a required for storing your prints but it does allow for easy identification of people, events and places within your collection of prints. However, do not write directly on prints – ink, etc. can damage photographs in the short and long run.

STEP 6: WHERE TO STORE – the BOX or Album?

Remember the best place to store your archival boxes and/or albums is in a cool, dry place. Attics and basements are not recommended, due to the fluctuation of climate conditions. They can be hot, cold, humid, wet, etc. A hallway or bedroom closet works best for keeping your photographs in their new alum or box. If you are displaying them – it is best to refrain from placing them directly in sunlight.

Photographs in this article are linked to our product pages. If you have any additional questions, please feel free to send us an e-mail at mail@archivalmethods.com We would be happy to assist you.