



**PRESERVING
YOUR PERSONAL
COLLECTIONS**

*Mandy Altimus Pond
Archivist, Massillon Museum*







Archive Documents
Box 11

U.S. Census
U.S. Census
U.S. Census
U.S. Census
U.S. Census
U.S. Census
U.S. Census
U.S. Census
U.S. Census
U.S. Census

Archive Documents
Box 12

Harsh
Henry, William
Hess, Jacob F.
Hess Papers
Hess-Snyder
Peter Kerstetter
Leonard Letters

Archive Documents
Box 13

Kent Jarvis Papers
Mathews Family
McClyonds Public Lib. Harsh Bequest
McKinley
Massillon Cemetery Assoc.
Massillon Iron Bridge
Massillon Paper Company
Merwin Genealogy



Preservation

PHOTOGRAPHS &
DOCUMENTS

HANDLING YOUR PHOTOS

- ❖ Why wear white gloves?
 - Oils on skin
 - Fingerprint damage







COMMON SENSE STORAGE

- Red rot is decaying leather from 1800s and early 1900s ledgers (often business)
- It is important to wrap these items in archival tissue or put them in their own separate box to prevent getting red rot on other artifacts.



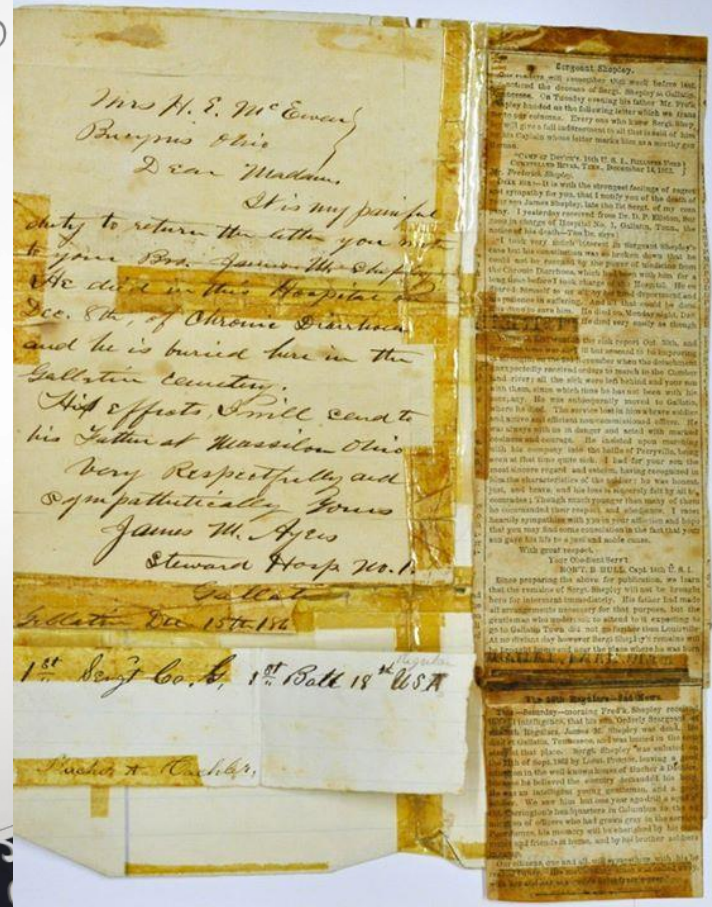
The SINKING of the
TITANIC
and GREAT
SEA DISASTERS



THRILLING STORIES OF SURVIVORS
AND THE GREAT CALVES & SYSTEMS

COMMON SENSE STORAGE

- No tape
- This Civil War document was folded and those creases broke over time. Someone was trying to be helpful by taping



Souvenir

Industrial

Edition.



The Independent,

Massillon, Ohio.

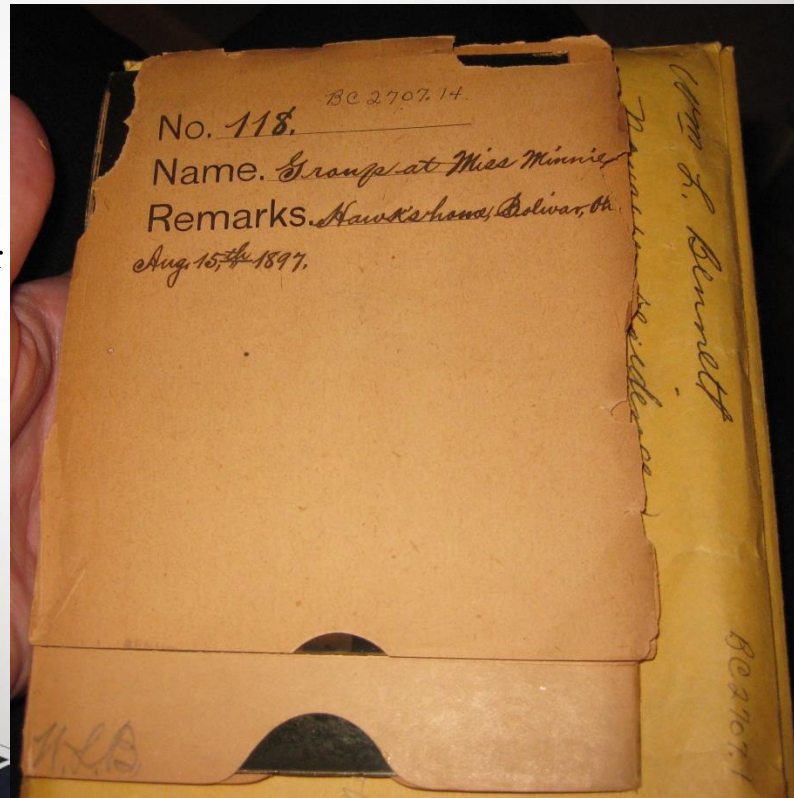
COMMON SENSE STORAGE

- No rubber cement
- Rubber cement goes on clear but over time yellows and damages whatever you had pasted



COMMON SENSE STORAGE

- No newspaper wrapping
 - Lignin from wood pulp used in newsprint and similar papers yellows quickly, becomes brittle, and can yellow your artifacts
- No cardboard boxes
 - Also contains lignin



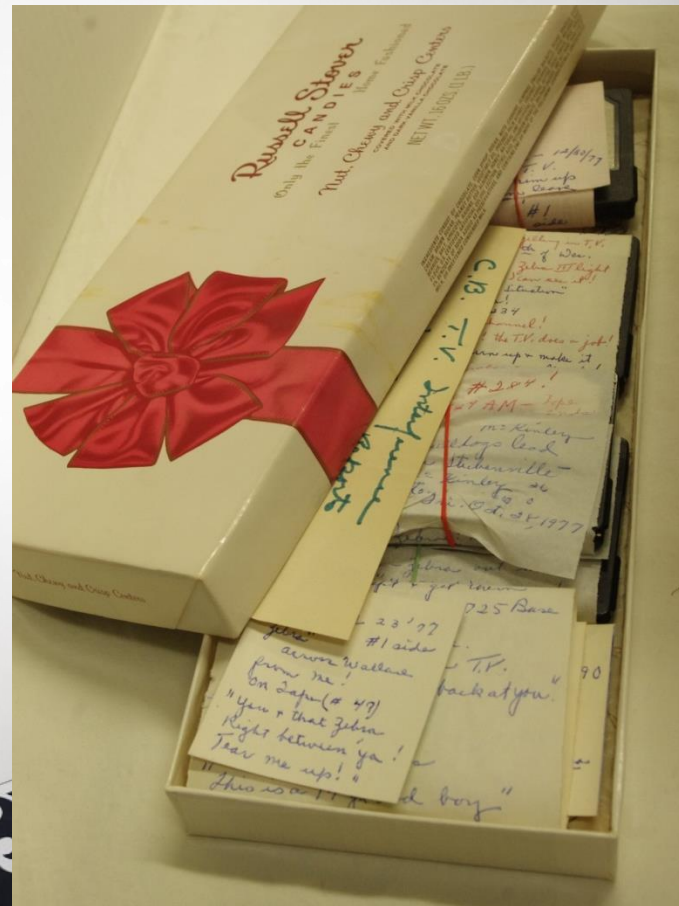
COMMON SENSE STORAGE

- No acidic mats
- Use archival mat board, available at Pat Catan's and most craft/framing stores



COMMON SENSE STORAGE

- No staples or paper clips
 - Staples and paper clips rust over time
- No rubber bands
 - Rubber bands stick to your artifacts as they decay, leaving sticky rubber





COMMON SENSE STORAGE

- Archival tape
- Archival folders and boxes
- Archival bags
- Acid-free tissue paper



BEST PRACTICES

- Be sure to include identifications on the back of photographs.
- Properly store them and make sure someone knows what they are (value as a family record)
- Make copies of the photos for other family to enjoy
- Copies may be used to write identifications on
 - This is extremely helpful at Family Reunions to ask family members to write in any identifications, dates, or locations for your photographs





WHERE DO YOU STORE PHOTOGRAPHS?

- ❖ Group by date, person, or topic in folders
- ❖ Place folders within a document box
- ❖ Inventories are helpful
- ❖ Include any additional biographical or genealogical information in the front of the box





HOW DO YOU STORE EARLY PHOTOGRAPHS?

- ❖ Find out what type of photograph you have
- ❖ Daguerreotype, tintype, ambrotype, glass plate negative
- ❖ Care for the photo and its case

DAGUERRETYPE

- 1839-1860
- Shiny like a mirror
- Must tilt the photo to see it clearly
- These are one-of-a-kind photographs
- There is no negative to make additional copies





AMBROTYPE

- 1850s-1860s
- Similar to the Daguerreotype because it is a positive
- Photo on glass
- Looks like a negative until placed on a dark background
- More expensive than tintype, which would become more popular and affordable.



TINTYPE

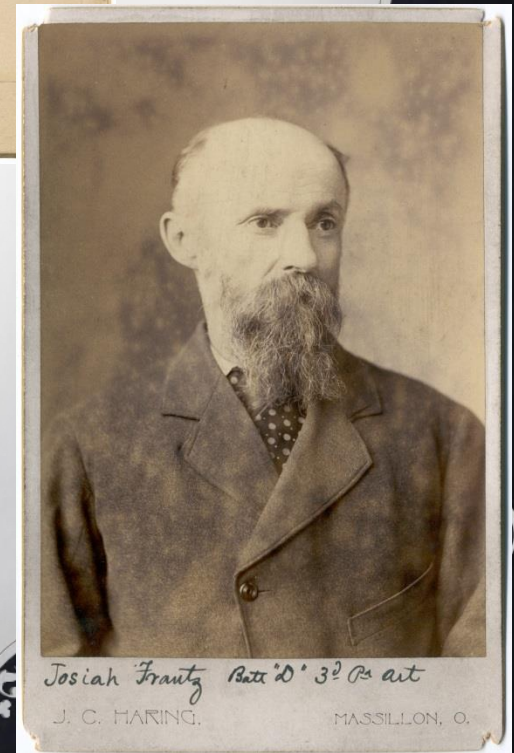
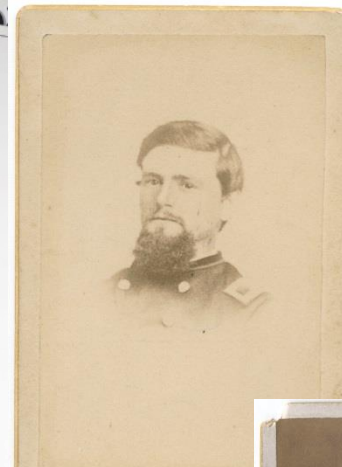
- 1850s-1900s
- Tin metal used as base
- Subject to rust and damage from frames/cases surrounding it
- Should be stored in archival envelopes to prevent further handling damage
- Still popular into the 1920s and 1930s

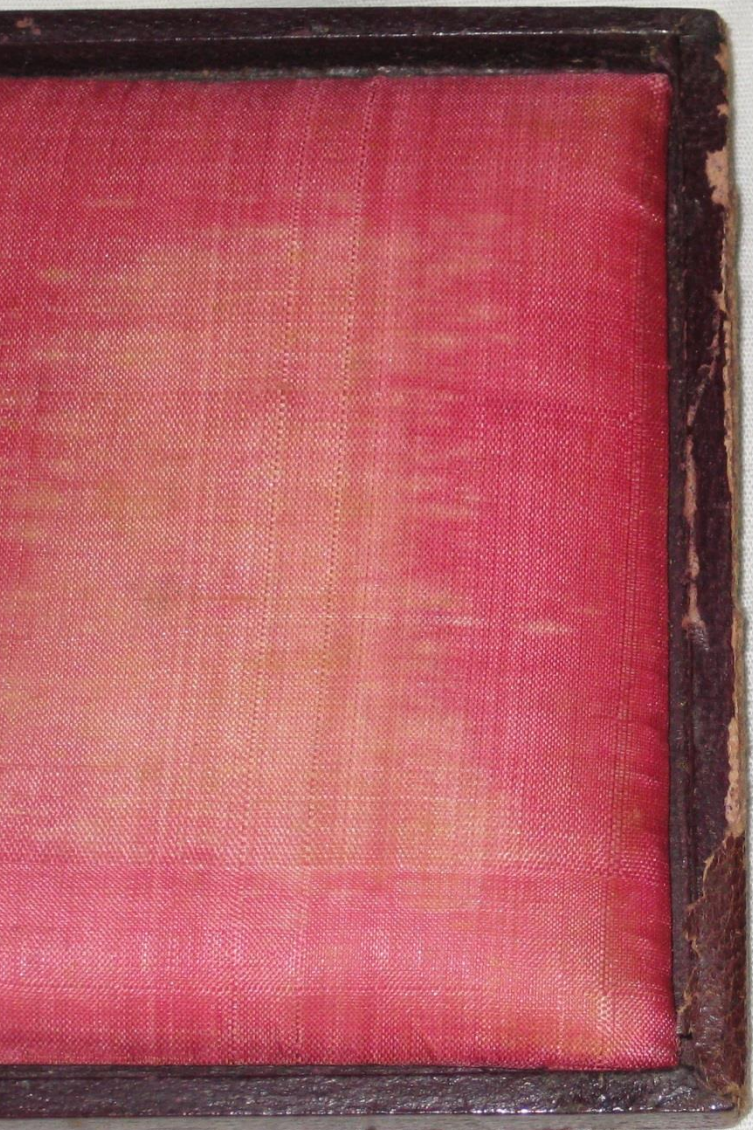




ALBUMEN PRINTS

- Uses egg white in the emulsion
- Very sensitive to light, fade easily
- Can be photo prints, CDV (3x5) or cabinet cards (5x7)
- Carte-de-visite (CDV) were popular in the 1860s especially for soldiers
- Cabinet cards were larger and popular from 1870s-1900.
- Both CDV and Cabinet cards are photos on paper mounted to thick cards







Morsie, William
1842



BC 1867.3

Ambrotype
Daguerrotype of woman
Sarah Nave Bennett
1852



68.23.13

- .3 PHOTOGRAPHS--Daguerreotypes. G.P. B
- .4 PHOTOGRAPHS--Ambrotypes. Frank Reed
no case.
- .5 PHOTOGRAPHS--Ambrotypes. (Ferrotyp
cardboard.
- .6 PHOTOGRAPHS--Tintype

.7 PH
know

.8 PH
own
fam
ure

Sarah Nave Bennett,
wife of
Oliver Frank Bennett,
mother of
Henry R. Bennett,
Age 40.
1852,

Gift:

343-4



WHERE DO YOU STORE PHOTOGRAPHS?

- ❖ Best to store on the main floor
- ❖ Attic = heat in summer
- ❖ Basement = moist conditions
- ❖ Do your best to store them in 60-70 degree 50% humid conditions
- ❖ Why humidity? Too dry = brittle photos and documents

DIGITIZING YOUR IMAGES

❖ Scanner

- Most only offer 8x10 scanners
- Can get a portable scanner that stitches images together

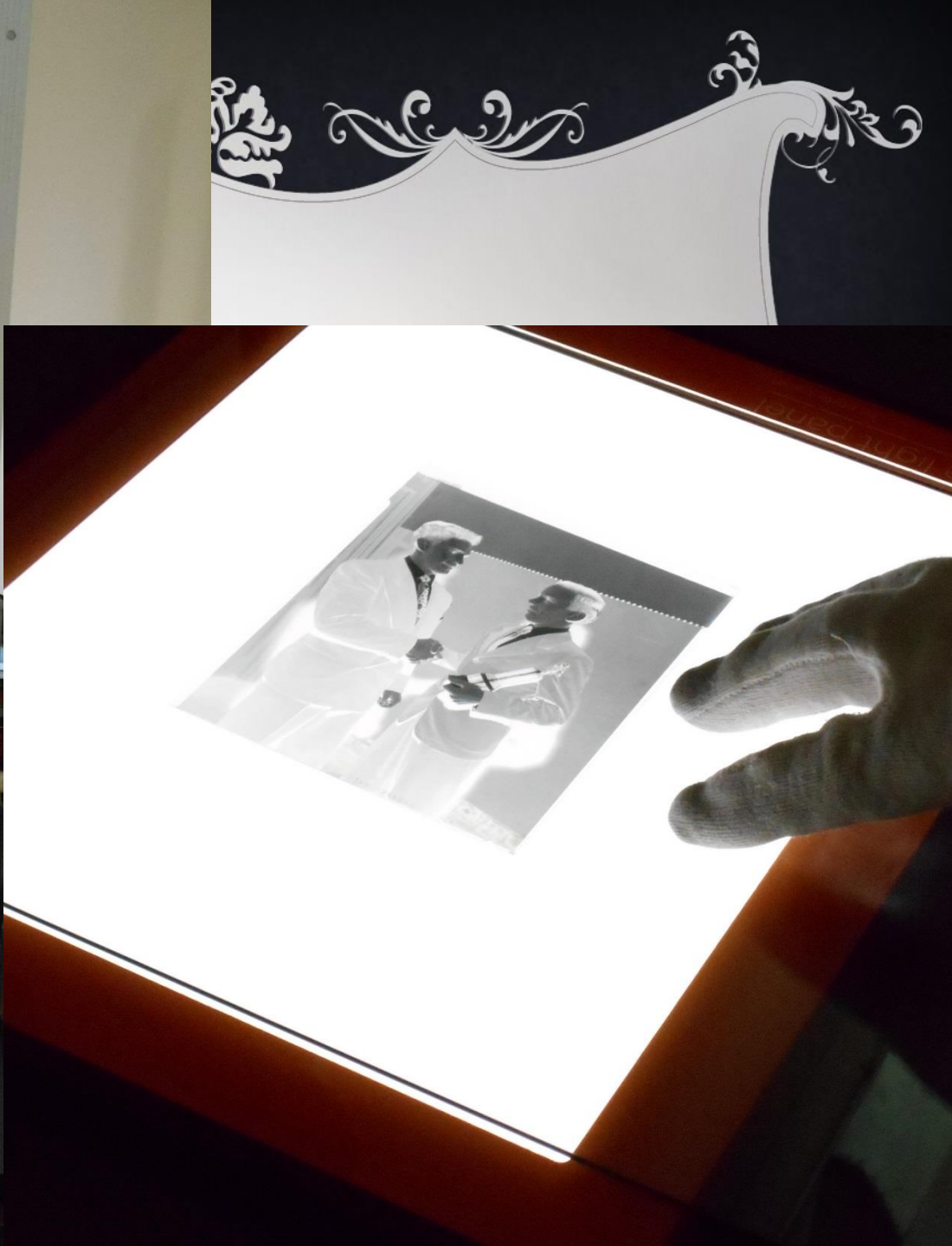
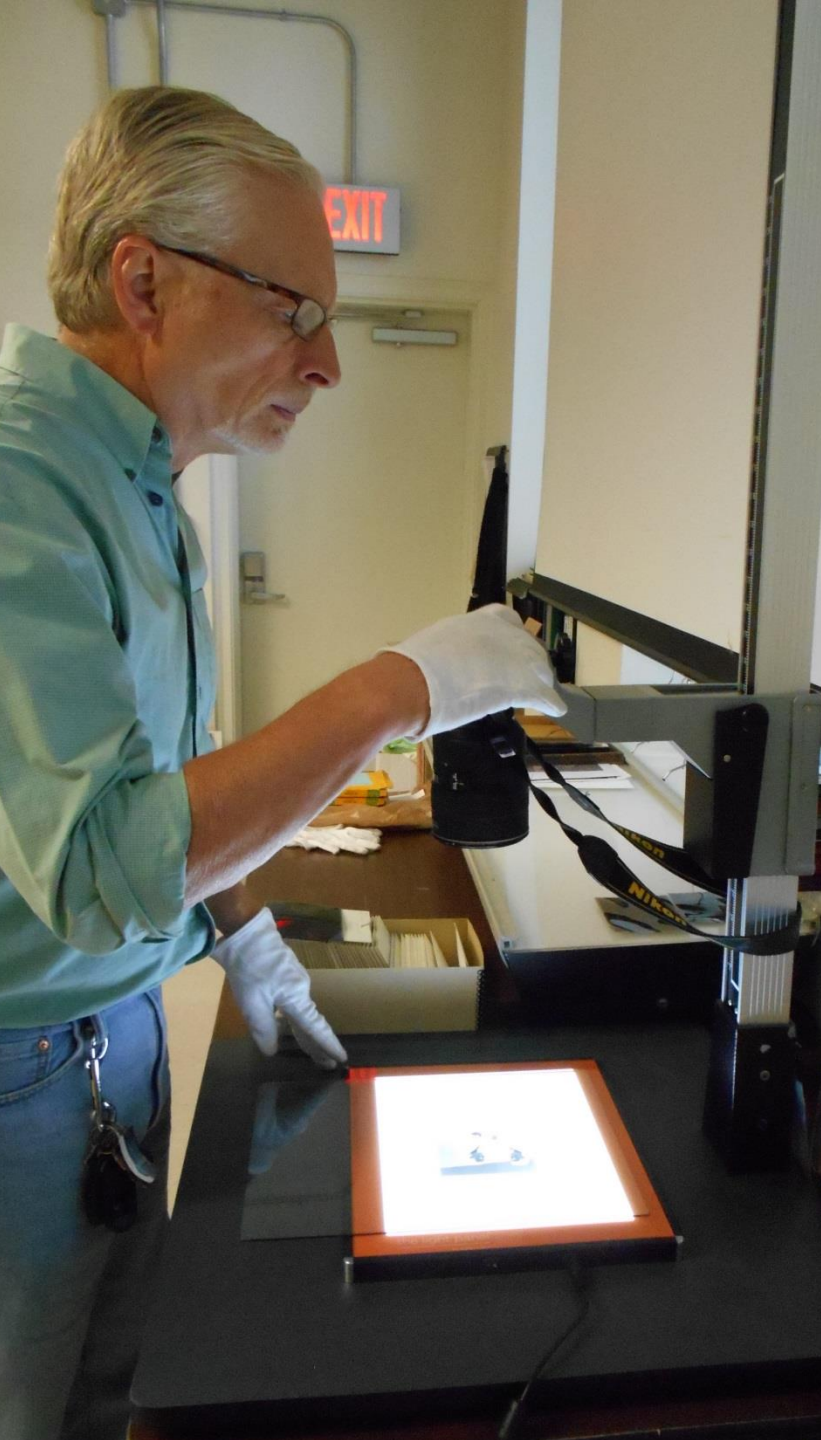
❖ Lightbox

- Affordable 8x10 or 11x14 to light your glass plates or film negatives
- Then use digital camera to capture image, load into your computer and turn into positives.

❖ Digital Camera on a Copy Stand

- Mount your camera directly above a photo or lightbox
- Point and shoot has low resolution
- DSLR has higher quality









Preserving

TEXTILES



STORAGE

- ❖ Never seal your bag
- ❖ Archival boxes for dress
- ❖ Can hang durable garments on hangers (not metal)
- ❖ If you have to fold, limit the number
- ❖ Rugs and blankets are best rolled
- ❖ Garments are best stored flat





69.91.ah

BC 1190





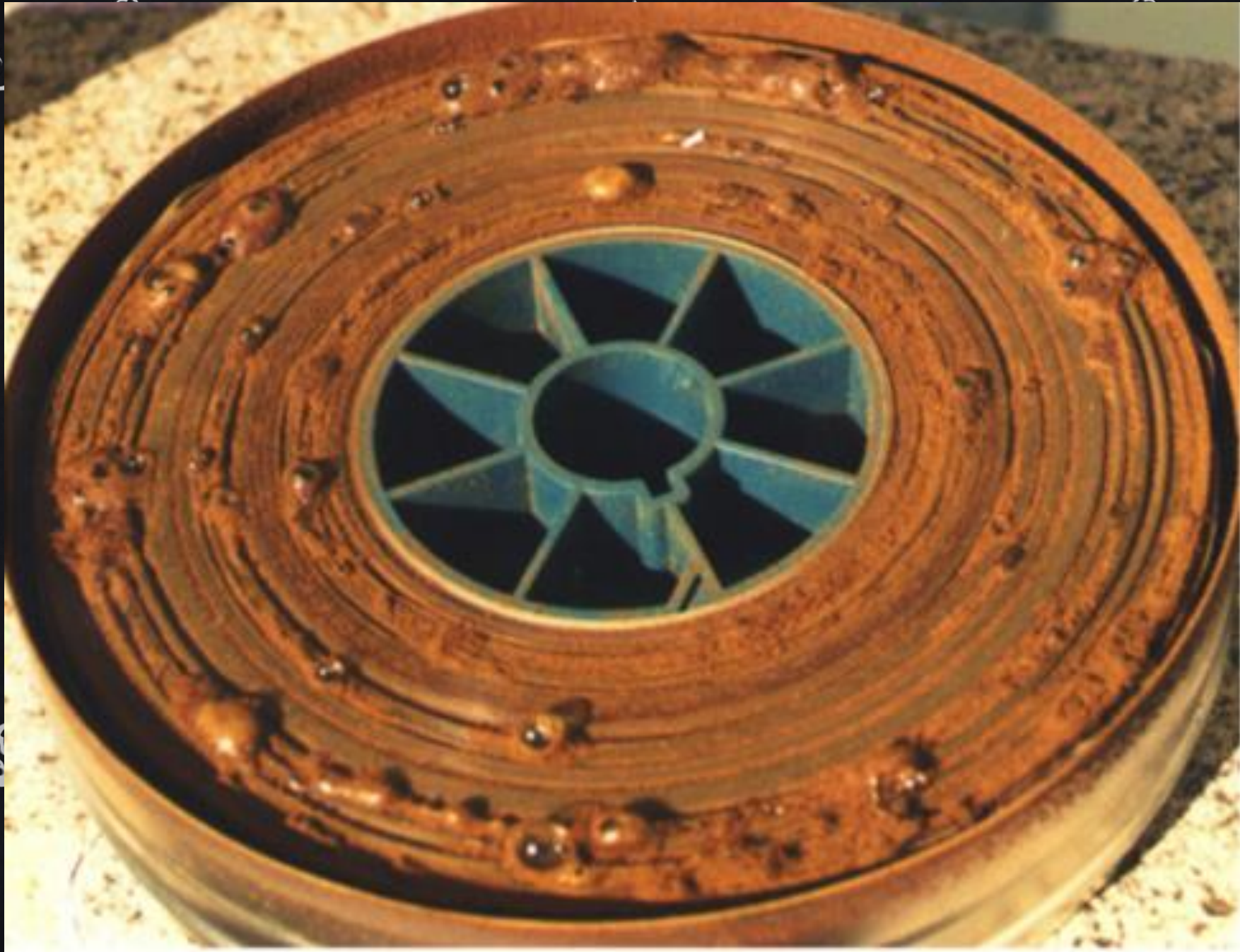
Preserving

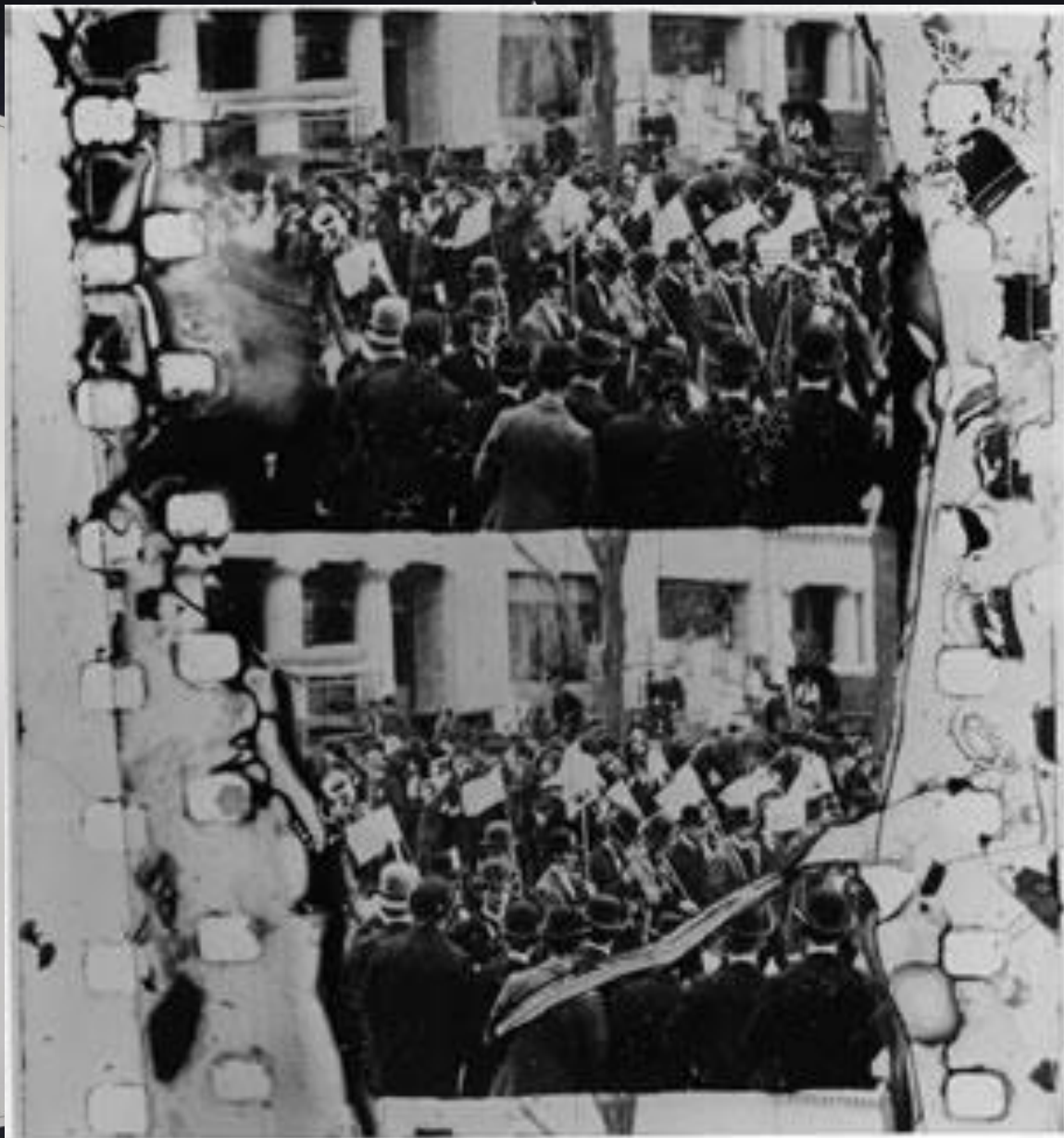
HOME MOVIES & FILMS

ACETATE FILM DECAY

- ❖ Acetate films decay over time, breaking down and producing dangerous acidic conditions within the film can.
- ❖ Once a film reaches a certain acidity at its auto-catalytic point, the process accelerates until the film is completely lost.
- ❖ It is easy to tell if the films have "**vinegar syndrome**" (when a film is highly acidic and starting to decay).







Example of deterioration from an 1897 Edison nitrate film.



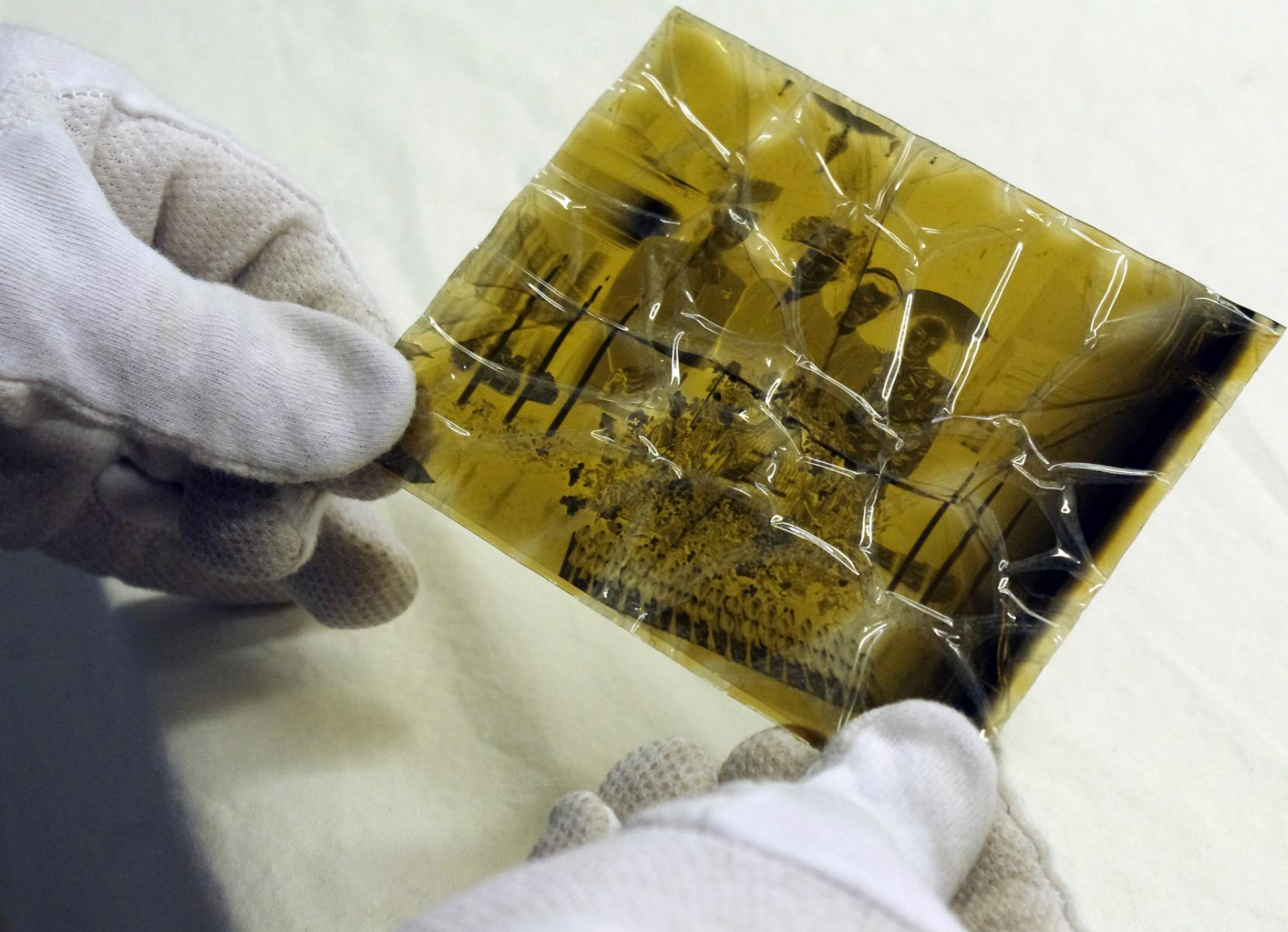
WHO CAN TRANSFER FILMS?

- ❖ Several online places offer services
- ❖ 4Starr Video in Massillon (330-830-0022)

WHY IS THIS IMPORTANT?

- ❖ Timeliness
- ❖ Safe conditions- protect other collections
- ❖ Moving picture films and film photo negatives







WHAT PROGRESS HAS MASSMU MADE?

Moving picture film

- ❖ 89 films in collection
- ❖ All nitrate film
- ❖ 70 have been digitized
- ❖ More than 45 in freezer at 10 degrees
- ❖ More freezer space needed
- ❖ Many of these films available on our YouTube channel



13:41 / 35:01



MassMu: From the Archives

by MassillonMuseum · 4/12 videos



Films of Charles and Lucy Myers, 1938-1940

MassillonMuseum

5



Massillon Museum 1972 Sidewalk Sale

MassillonMuseum

6



Skating on the Reservoir, Massillon, Ohio 1935

MassillonMuseum

7



Coxey's Army

MassillonMuseum

Films of Charles and Lucy Myers, 1938-1940



MassillonMuseum

Subscribed



482 views

Add to Share More

1 0

Published on Dec 21, 2012

Charles and Lucy Myers took films throughout the years 1938-1940 in Massillon, Ohio, showing life in the town from farms to football fields.

SHOW MORE

ALL COMMENTS (2)



Legacy of Steel: Interviews with steel workers of Stark County, Ohio (2004)

by MassillonMuseum

220 views

26:10



Skating on the Reservoir, Massillon, Ohio 1935

by MassillonMuseum

778 views

10:14



Massillon: Your City at Work and Play 1940

by MassillonMuseum

206 views

45:59



Massillon Museum 1972 Sidewalk Sale

by MassillonMuseum

270 views

3:07



WHAT PROGRESS HAS MASSMU MADE?

Massillon Independent photo negatives

- ❖ Photos from the newspaper taken 1946-1989
- ❖ 40,000 negatives total
- ❖ Volunteer Mark Pitocco has digitized more than 8,000
(20% complete)
- ❖ These images have been shared in a physical exhibit, a virtual exhibit, and on Facebook