

## HOW TO PRESERVE PHOTOGRAPHS

- Each photograph should be placed in a separate archival envelope. Photography shops now have polyester sleeves that hold about four 5" x 7" prints. These are acceptable. If you have a photo album that is acid free, lignum and PVC free that is fine.
- Label the envelope or slot holding the photograph with a description of the photograph.
- Do not write on the photograph itself except a number or some form of identification.
- Use only a soft lead pencil. There are archival pencils for writing on photographs.
- Handle photographs with cotton or latex gloves.
- Make sure you get a negative of all photos taken.
- If possible, have negatives made of all your important photographs.

The information you wish to document is as follows:

- Description of the photograph
- Photographer
- Date of photograph
- Occasion or event
- Name of individuals and titles, if any
- Name of place, location

Photographs to collect for archival purposes:

- Executive
- Committees
- Special occasions
- Speakers, including Bible Study leaders