

What are Archives?

*Archives are the non-current records of individuals, groups, institutions, and governments that contain information of **enduring value**. Archival records are the products of everyday activity. Researchers use them for both their administrative and historical value. They help us to interpret and understand the past.*

Archival record formats include

- ◆ *Unpublished letters, diaries, and other manuscripts*
- ◆ *Photographs and film*
- ◆ *Video and sound recordings*
- ◆ *Computer tapes, video and optical disks*



Visit the
Local History Room
of the
Plainfield Public Library NJ

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Plainfield NJ 07060

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E-mail: localhistory@plfdpl.info

Website: www.plfdpl.info

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ARCHIVES & PRESERVATION



Basic Tips for Getting Started

Consider making your personal papers available for research at the Plainfield Public Library

Preservation and Archives Basics

HELPFUL TIPS

- ◆ Store records between 60-70 degrees F; 40-50% relative humidity (RH); with clean air and good circulation.
- ◆ Keep away from light. Don't laminate.
- ◆ Avoid using fasteners such as metal paper clips, staples, pins, strings, or rubber bands.
- ◆ Use archival quality storage items - low lignin, or lignin-free, buffered (pH 8.5 or above).
- ◆ Archival quality boxes provide protection from light and dust.
- ◆ Archival quality folders should be large enough for unfolded records to be completely covered by the folder. Do not allow documents to protrude beyond the edges of a folder, and never cut documents to fit the size of a folder.
- ◆ Store oversized items such as maps, flat within oversized folders, and store these folders in flat files.
- ◆ If oversized items have been previously rolled, they may be rolled *around* a wide diameter, archival tube (3-6 inches) that extends beyond the length of the record.
- ◆ Use metal shelving rather than wood.

USEFUL WEBSITES

Care and preservation basics
<http://www.loc.gov/preservation/>

NEDCC List of preservation leaflets
<http://www.nedcc.org/resources/leaflets.list.php>

Caring for your family archives
<http://www.archives.gov/preservation/family-archives/>

Film preservation
<http://www.filmpreservation.org/preservation-basics>

Establishing a local history collection
<http://www.wala.org/rusa/resources/guidelines/guidelinesestablishing>

Creating a synagogue archive
<http://americanjewisharchives.org/publications/starting.php>

Brief guide for congregation archives
http://www.synodresourcecenter.org/admin/operations/archives/0001/guide_archives_cong.html

Grants and funding resources
https://www.njstatelib.org/services_for_libraries/resources/preservation/grants_and_funding/

ARCHIVAL SUPPLY VENDORS

University Products
<https://www.universityproducts.com/>

Archival Methods
<https://www.archivalmethods.com/>

Gaylord Archival
<http://www.gaylord.com/>

Also check out [Hollinger Metal Edge](#) and [Conservation Resources](#)

ARCHIVAL ORGANIZATIONS

The National Archives & Records Administration
<http://www.archives.gov/preservation/>

Society of American Archivists
<http://www.archivists.org/>

Northeast Document Conservation Center
<https://www.nedcc.org/>

Mid-Atlantic Regional Archives Conference
<http://www.marac.info/>

Plainfield Public Library Local History Collections Index
<http://www.plainfieldlibrary.info/>