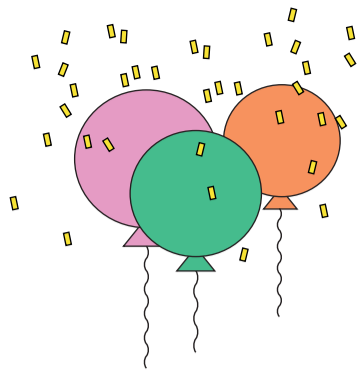


FACT-FINDING



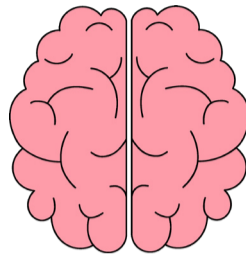
Who?

Person/Persons
Birth(days) Years
Death (days) Years
Reference the image maker



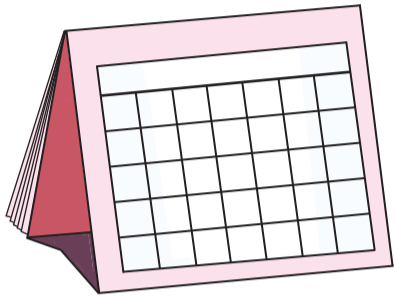
What?

Detailing the happenings



What can you recall?

What do you want to know or remember?



When?

Day / Month / Year
or approximations
(e.g., c.1990)



Write fact-finding information with a soft (2B) pencil. Any hard indents from the pencil or ink from a pen can cause damage to the images over time.



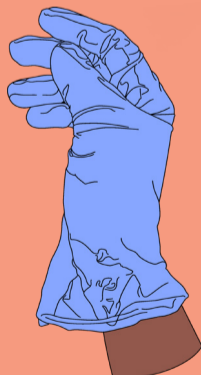
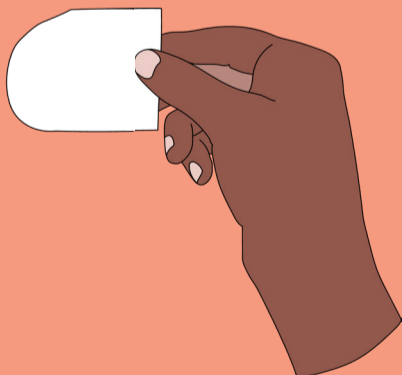
Where?

Where was the image taken?

HANDLING



Hands can transfer harmful substances, such as dirt, dust, fingerprints, skin cells and oils, onto the surface of photos which can contribute to its deterioration. Ensure your hands are clean and dry before handling your photos.



Try to maintain minimal touching of a photograph's surface by using nitrile gloves, or make temporary handling materials, and/or by handling a photo by its corners/edges.

Temporary paper tweezers and spades can be made from a spare piece of clean card paper.



The level of importance we put on capturing a moment, is the same level of importance we should hold onto to keep the photograph alive.

Persons unknown. Jamaica.

EMOTIONAL TOLL

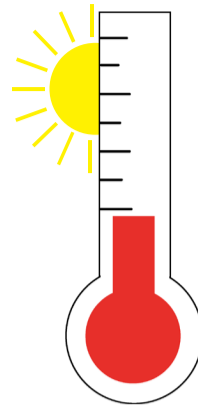
Working with your family's photographic archive can raise difficult questions. How much context do you truly need to uncover, and how much discomfort are you willing to face in the process? In some cases, establishing the full story means moving through spaces that are complicated to navigate, like reaching out to people you no longer associate with. You have to ask yourself: how far am I willing to go?

Preserving personal history demands thoughtfulness, introspection, self-awareness and emotional preparedness. Developing a reflective habit helps address the challenges of engaging with your family's photographic archive. Discomfort is inherent in beginning any preservation journey, but facing it with thoughtful engagement can lead to deeper understanding. Working with personal history is not just a technical and financial process but also an emotional journey.

Pause.

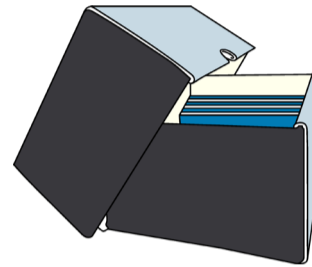
Remember to take breaks.

STORAGE & PACKAGING



4 - 18 degree celsius, preferably. Aim for the lowest temperature you can get at home. Stay away from basements, lofts or areas that experience hot temperatures and encourage dampness.

Store away from direct sunlight.



Keep photographs flat, providing them with support, in sturdy acid-free boxes to protect them from movement, dust, dirt and light.

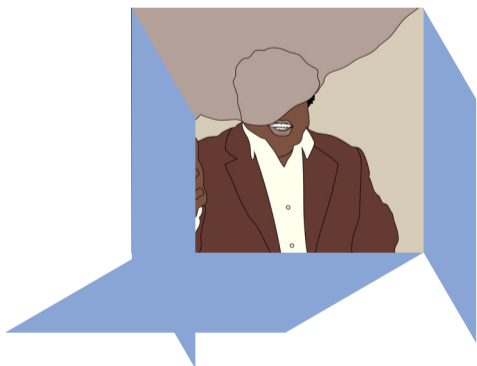


Silica gel packs, often found in shoe boxes, can be reused to buffer photographs from humidity changes. These packs can be "reset" by microwaving them for about 20 seconds.

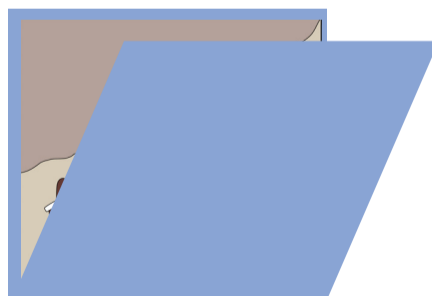
PAPER ENCLOSURES

 : Archival, acid-free (Ph level 7) paper

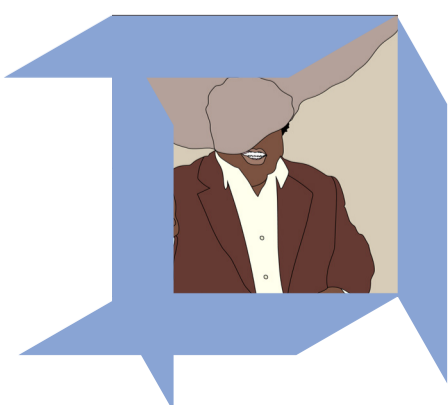
Three Flap Enclosure



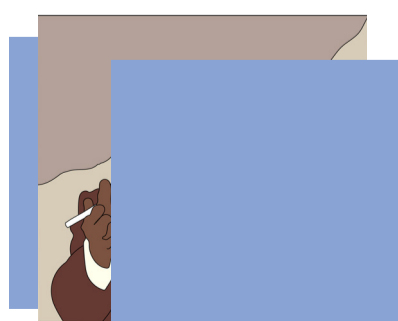
Two Flap Enclosure



Four Flap Enclosure



Interleaving



Using photo albums can come with complications. If it is safe to remove the photos, feel free to do so. Otherwise, store the albums flat in acid-free boxes.



When displaying photos around the house, reduce its exposure to direct sunlight to extend its longevity and vibrance.



Avoid the temptation to clean your photographs or to repair tears.