



NATIONAL
ARCHIVES

Schedule



2019 Virtual
Genealogy Fair

#	TIME (ET)	SESSION TITLE	PRESENTER(S)
	10 a.m.	Welcoming Remarks	David S. Ferriero Archivist of the United States of America
1	10:05 a.m.	<i>Exploring History Hub for Genealogists and Researchers</i>	Rebecca L. Collier Archivist at the National Archives at College Park and Coordinator for History Hub Darren Cole Digital Engagement Specialist at the National Archives in Washington, DC Kelly Osborn Community Manager and Web Developer at the National Archives at College Park
2	11 a.m.	<i>Preserving Personal Collections</i>	Sara Holmes Management and Program Analyst at the National Archives in St. Louis
3	12 p.m.	<i>Immigrant Records: More Than Just Ship Passenger Arrival Lists</i>	Elizabeth Burnes Archivist at the National Archives at Kansas City and NARA's Subject Matter Expert on Immigration Records
4	1 p.m.	<i>Using National Archives Records to Research World War I Naval and Marine Corps Records for Genealogical Research</i>	Nathaniel Patch Archivist at the National Archives at College Park and NARA's Subject Matter Expert on U.S. Navy, Marine Corps, Coast Guard Records
5	2 p.m.	<i>Discovering and Researching Bureau of Indian Affairs School Records</i>	Cody White Archivist at the National Archives at Denver and NARA's Subject Matter Expert on Native American Records
6	3 p.m.	<i>The Homestead Act: Land Records of Your Ancestors</i>	James Muhn Researcher, Writer, and Lecturer on Federal Land Policy
	4 p.m.	Closing Remarks	Ann Cummings Executive for Research Services



Preserving Personal Collections



Sara Holmes

Audience Skill Level: All

Personal collections are valued for their importance to understanding family history. Do you know how to best preserve your treasured papers and heirlooms so they can be passed on? This session will provide tips and information on the care and storage of paper, books,

photographs, as well as film, audio, and video. Providing the best environment and storage will allow family heirlooms to be available for generations, while understanding proper handling and copying can expand their availability and enjoyment with distant kin.



Sara Holmes

Sara Holmes started working at the National Archives in Preservation Programs at St. Louis in 2007. She is currently a Management and Program Analyst, but previously served as a Supervisory Preservation Specialist to oversee conservation work at St. Louis. Before coming to the National Archives, she was a conservator at Texas Tech University and the Missouri State Archives. Ms. Holmes has a Master's in Library and Information Science with a Certificate of Advanced Study in Conservation of Library and Archival Materials from the University of Texas and a Master's in History from the University of New Orleans. She is also a Certified Archivist and was selected as a member of the first cohort of the Archives Leadership Institute in 2008.



PRESERVATION
PROGRAMS

Preserving Personal Collections

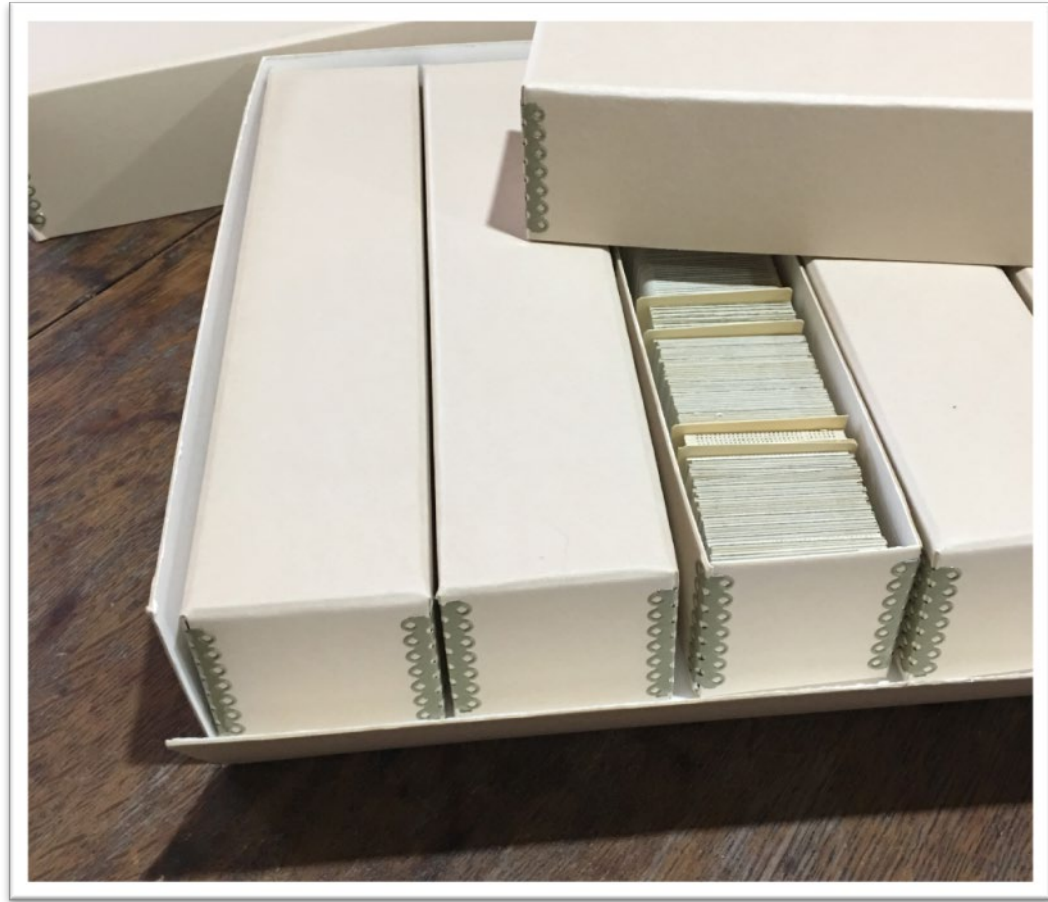
Looking at what you have



2



What you might think a conservator's personal collection looks like



Reality!

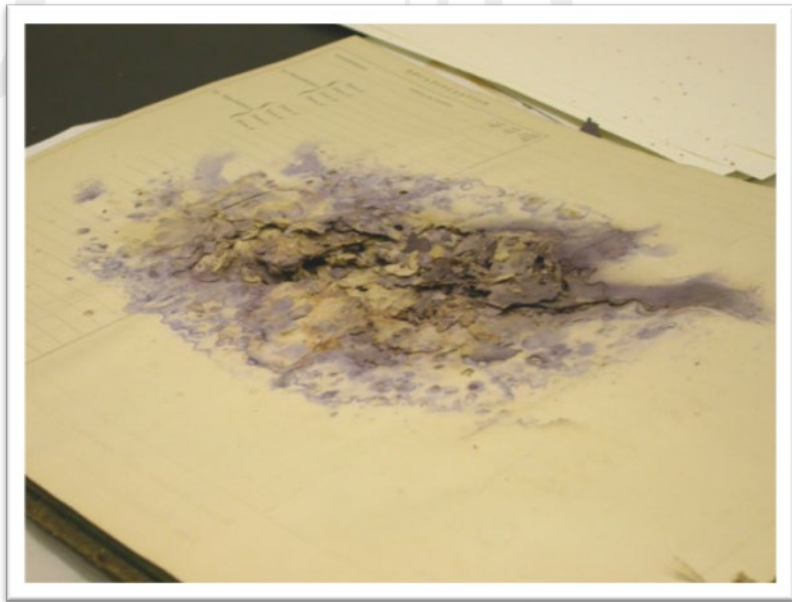
Organizing and housing collections is time-consuming, difficult, and expensive!

Don't expect to tackle everything at once. You can determine your own priorities.

Most importantly, you can improve storage even if you don't have the "right" boxes or housings!



Top Tips: Temperature and Humidity



Avoid storing your materials in basements and attics or near bathrooms and kitchens and in places with

- High temperatures
- High humidity
- Extreme fluctuations in temperature and humidity

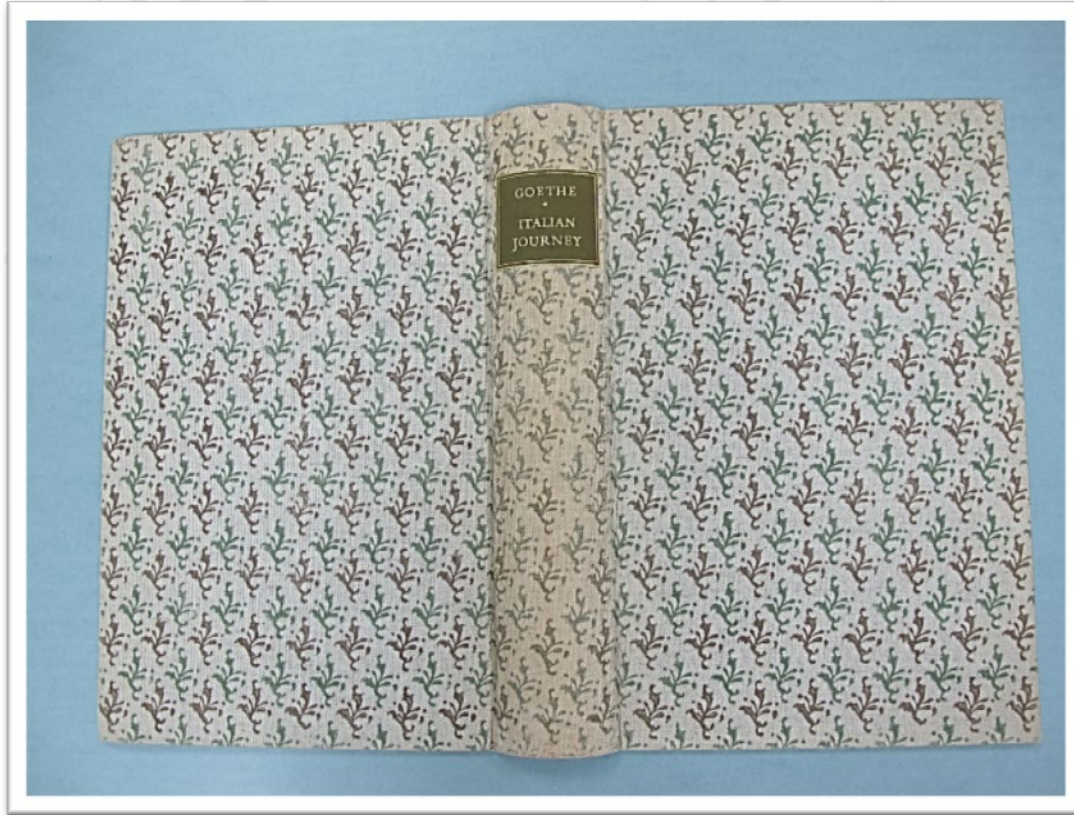
Top Tips: Keep Off the Floor!



Top Tips: Pests



Top Tips: Light



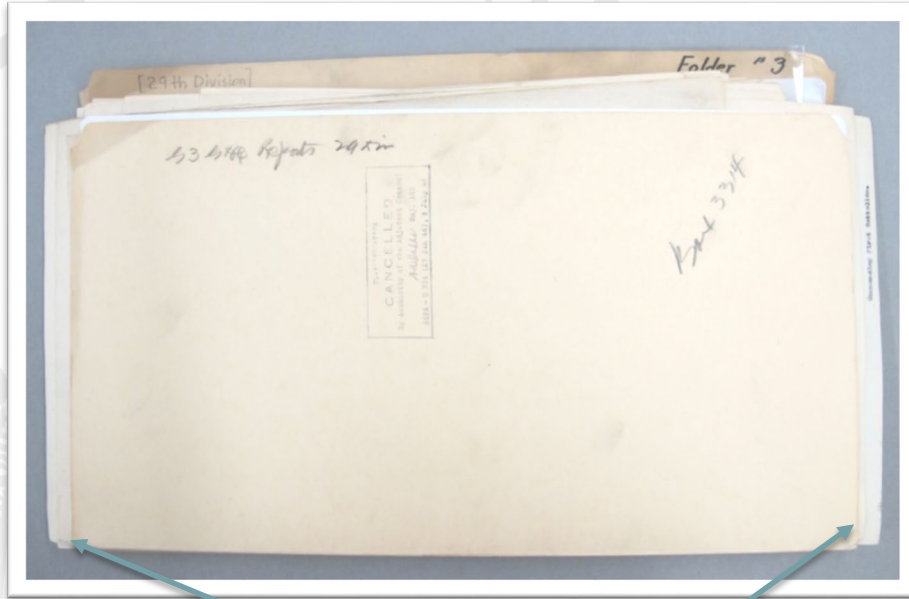
Top Tips: Dust



Top Tips: Storage



Good Housings Fully Support



Too large for the folder

Avoid Over-Fill



Watching Out for Problem Materials

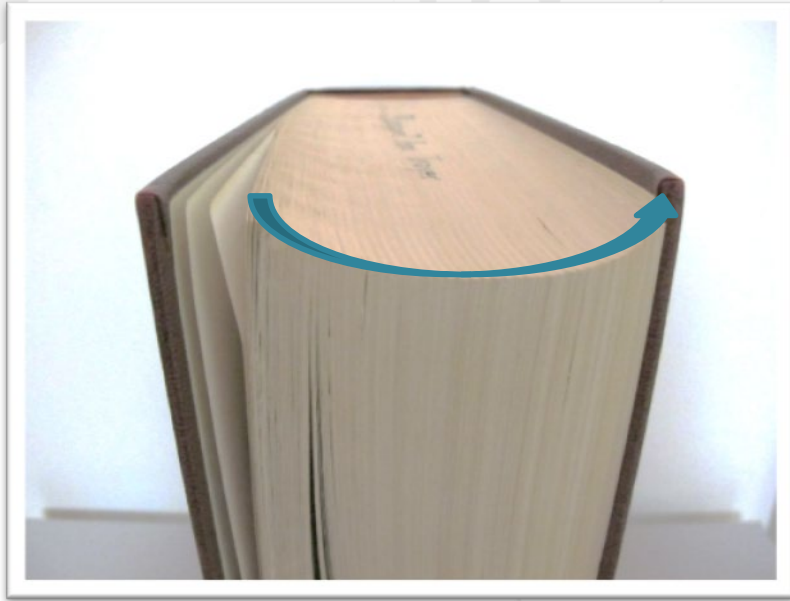


Highly acetic materials like news clippings can be isolated from other materials with folders.



Some older photo processes may create mirror images on surfaces they are placed against.

Books



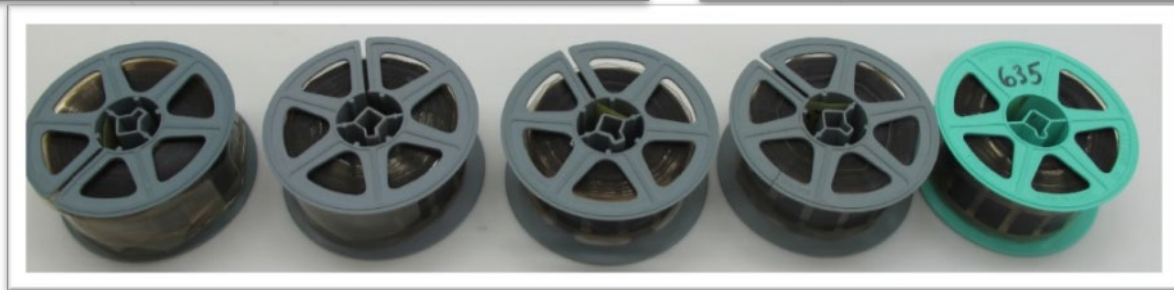
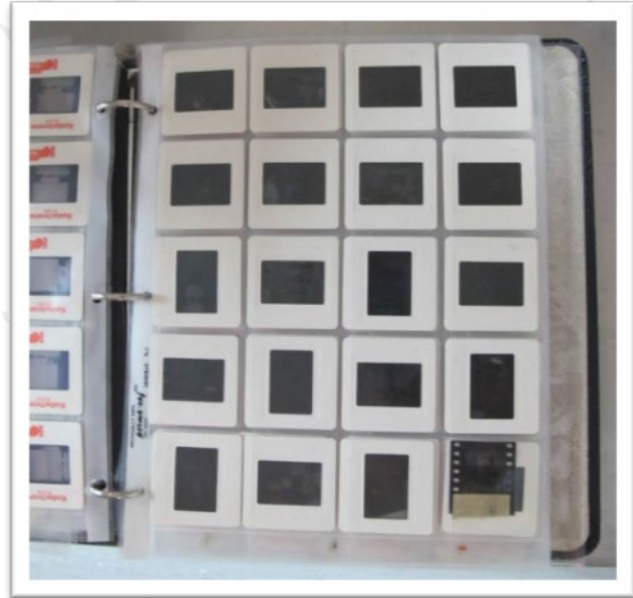
Top Tips: Handling Materials



Handling



Photographs/Film



Working with Old Albums



Metal Items

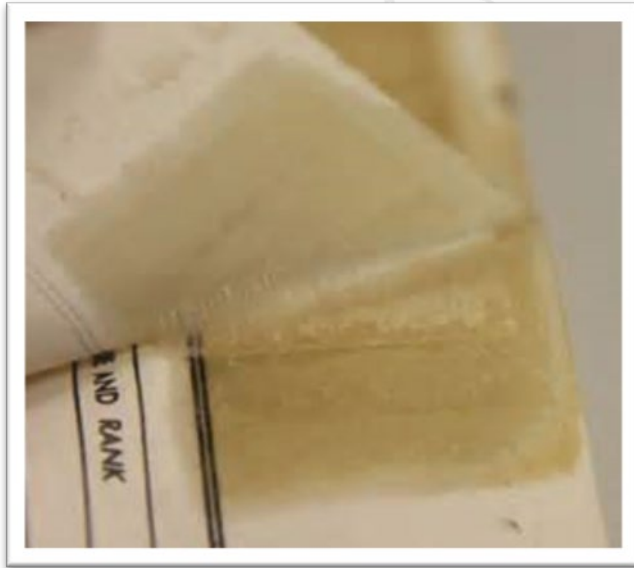
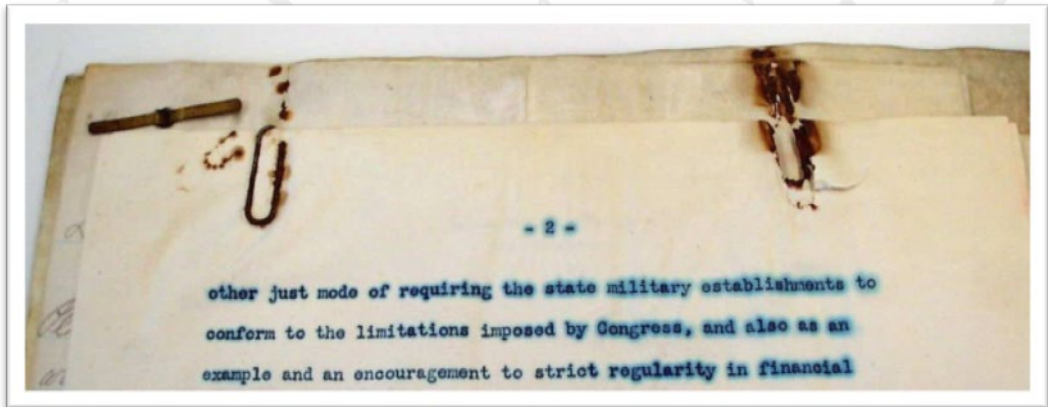
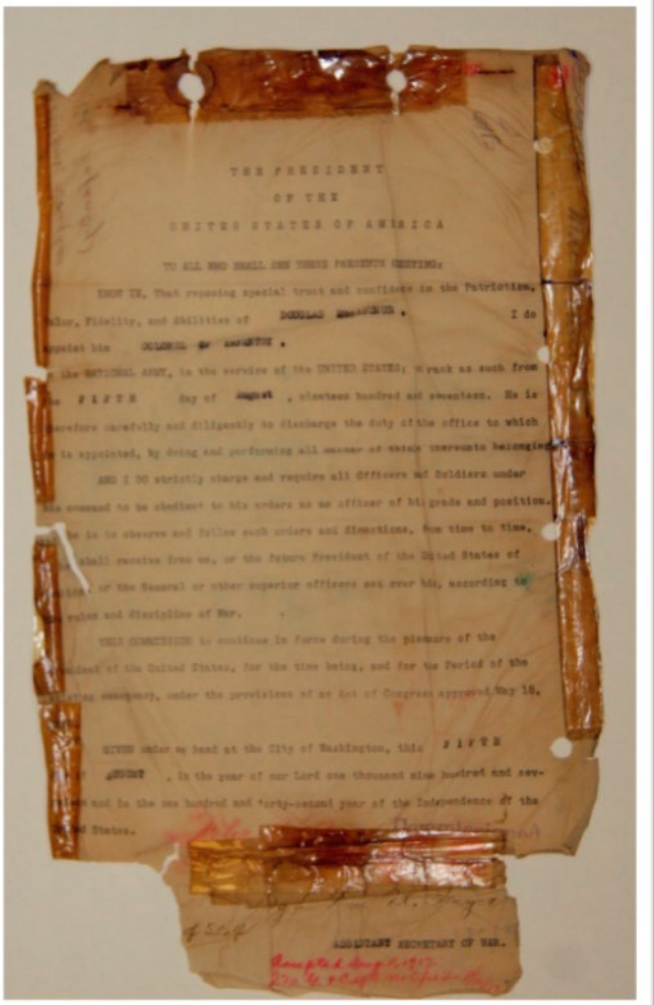


Textiles



Electronic/Magnetic Devices





Making Copies or LOCKSS.org: Lots of Copies Keep Stuff Safe



Digitizing Your Collections



Questions to ask Vendors:

1. Will you do a pilot test?
2. Do you digitize in-house?
3. What file type am I getting back? (.mp3 for sharing, .wav for archiving)
4. Do you adjust your equipment to get the best quality product?



Setting Your Own Priorities:

1. Do as much as you can for maintaining a controlled environment and keeping your collections away from high humidity, temperature fluctuations, or where they may be vulnerable to bugs.
2. Seek to improve boxes, folders, and any additional housings used -- as much as possible. At a minimum, use clean boxes that have never been wet and seek to isolate materials that may damage other items in your collection.
3. Determine personal priorities for potential reformatting, digitization, and conservation care.
4. Consider contacting cousins to determine if other copies of things you have that are damaged or in poor condition exist elsewhere. Also consider pooling resources among family for reformatting early films, slides, etc.





Where do I go for help?

www.archives.gov/preservation

www.culturalheritage.org

Email preservation@nara.gov



PRESERVATION
PROGRAMS

Thank you!

Questions?



Thank you for attending!



Please stay tuned for the next session.

If we did not get to your question, you may submit it to preservation@nara.gov

Video recording and handouts
will remain available at
www.archives.gov/calendar/genealogy-fair

Feedback

We value your opinion.

Please take a few minutes to complete a short evaluation. Your comments help us maintain the quality of our services and plan future programs.

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www.surveymonkey.com/r/KYREventEval