




More Archives Hacks
Making improvements on a budget



New Hampshire Archives Group
www.NHAG.org

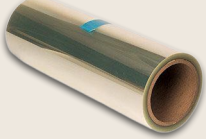


Katie Czajkowski
Portsmouth Public Library




New Hampshire Archives Group
www.NHAG.org


Buy in bulk...



Interleaving paper




Polyester for encapsulation



Board sheets for phase boxes

Rather than buying supplies for a specific project, think longer term and buy in bulk!

And shop around!



And shop around for archival supplies, use promotional discounts to offset shipping and handling costs, and for non-archival items, try your nearby home centers.

Gaylord Be-Ready Recovery Kit



- 4 disposable aprons, 4 pairs of vinyl gloves, 2 pads of lined paper, 2 pencils, 1 roll of 1.88' x 60 ft. duct tape
- 1 roll of 10' x 25' plastic sheeting, china marker, three 14' cable ties, 1 package of 100 3 x 5' cards, polyethylene zip-top bags size 10W x 13"H
- 1 flashlight with batteries, paper towels (folded brown sheets), 2 large cellulose sponges, 2 extra large heavy-duty trash bags
- Collapsible mop pole with mop head, mop bucket with wringer, 26 ft. of CAUTION barrier tape, and 1 Gaylord Archival® Be-Ready Recovery Carton

For example, Gaylord Archival offers this disaster recovery package... \$280 for a bucket, mop, and sundry items!

DIY Recovery Kit

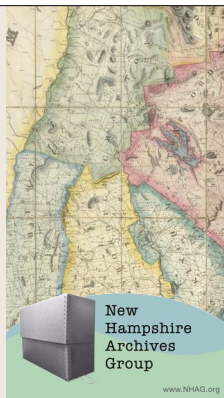


duct tape | shop towels | contractor bags | air mover | wet vac

\$5 | \$15 | \$30 | \$65 | \$75-150

But these are the items you really need to recover from a water-related incident— all from your local home center.

Becky White
Pease Public Library



New
Hampshire
Archives
Group

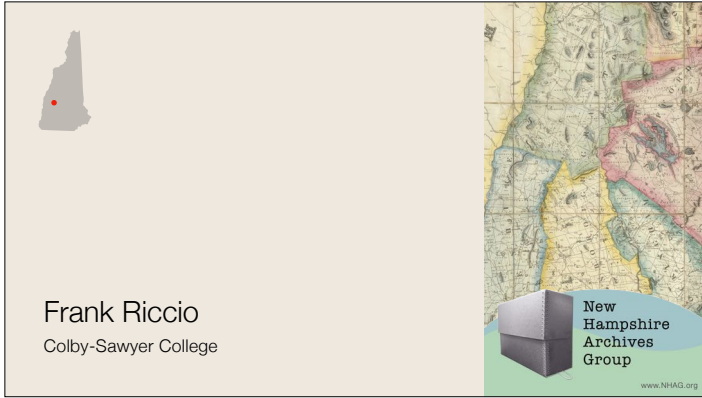
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DIY Book Enclosures



- Barrier board
- Cotton Tying tape
- Double Sided tape

Crafty volunteers can be great at making custom enclosures for rare or degraded books. This design uses cotton tying tape and double-sided tape to assemble and secure the enclosure. Using larger barrier board stock, you can make a version without any tape and use self-adhesive velcro buttons to secure the cover.



Microsoft Excel or Google Sheets	
PRO	CON
Institutional Account for Microsoft Office No concern for storage (1tb)	Requires a lot of start up work – 8 weeks or 320 work hours and counting...
Sheets is free with a Google Account 15gb of storage per account	Not easily searchable (ctrl F find)
Cost effective and easy to maintain	Not easily accessible to outside users
No hassle with reps, contracts, or training for personal or staff use	Excel Desktop does not allow collaboration (only browser version)
Customizable to fit specific needs	Larger file sizes become more difficult to maintain; sheets will become slower and accident-prone

If you're not quite ready for PastPerfect or ArchiveSpace or AirTable, then you can get started with spreadsheets. Properly designed and maintained, they can be surprisingly powerful reporting tools, and when the time comes to move to new system at least you've got some data to import and build upon. Microsoft Excel and Google Sheets each have pros and cons, but they can be useful tools. Both have a learning curve, but they're inexpensive and completely flexible.

Item ID	Description	Collection	Status
RG1	New London Academy	Box 1, Box 2, Box 3	In Progress
RG2	New London Library and Records Institute	Box 1, Box 2, Box 3	In Progress
RG3	Colby Academy	Box 1, Box 2, Box 3	In Progress
RG3.1	Account	Box 1, Box 2, Box 3	In Progress
RG3.2	Account	Box 1, Box 2, Box 3	In Progress
RG3.3	Account	Box 1, Box 2, Box 3	In Progress
RG4	Colby Union College	Box 1, Box 2, Box 3	In Progress
RG4.1	Collection Copy	Box 1, Box 2, Box 3	In Progress
RG4.2	Collection Copy	Box 1, Box 2, Box 3	In Progress
RG5	Individuals Changes	Box 1, Box 2, Box 3	In Progress
RG5.1	Individuals Changes	Box 1, Box 2, Box 3	In Progress
RG5.2	Individuals Changes	Box 1, Box 2, Box 3	In Progress
RG6	Parents Records	Box 1, Box 2, Box 3	In Progress
RG6.1	Parents Records	Box 1, Box 2, Box 3	In Progress
RG6.2	Parents Records	Box 1, Box 2, Box 3	In Progress
RG6.3	Parents Records	Box 1, Box 2, Box 3	In Progress
RG6.4	Parents Records	Box 1, Box 2, Box 3	In Progress

Multiple sheets or tabs can be included in a single workbook. Here we show the record groups tab, which shows the physical location and scope of these materials in the stacks.

Item ID	Date	Description	Condition	Location
Item 1	1/1/2010	Box of 100 records with white cards. Brown paper covers. Box 1, Box 2, Box 3	Records in good condition. Rights not clear. No longer attached to the box. Box 1, Box 2, Box 3	Box 1, Box 2, Box 3
Item 2	1/1/2010	Small white card with blue ink. Box 1, Box 2, Box 3	Records in good condition. Rights not clear. No longer attached to the box. Box 1, Box 2, Box 3	Box 1, Box 2, Box 3
Item 3	1/1/2010	Black paper photograph of Rev. Anthony Gallo. Box 1, Box 2, Box 3	Records in good condition. Rights not clear. No longer attached to the box. Box 1, Box 2, Box 3	Box 1, Box 2, Box 3
Item 4	1/1/2010	Black record album with white records. Box 1, Box 2, Box 3	Records in good condition. Rights not clear. No longer attached to the box. Box 1, Box 2, Box 3	Box 1, Box 2, Box 3
Item 5	1/1/2010	Black record album with white records. Box 1, Box 2, Box 3	Records in good condition. Rights not clear. No longer attached to the box. Box 1, Box 2, Box 3	Box 1, Box 2, Box 3
Item 6	1/1/2010	Black record album with white records. Box 1, Box 2, Box 3	Records in good condition. Rights not clear. No longer attached to the box. Box 1, Box 2, Box 3	Box 1, Box 2, Box 3
Item 7	1/1/2010	Black record album with white records. Box 1, Box 2, Box 3	Records in good condition. Rights not clear. No longer attached to the box. Box 1, Box 2, Box 3	Box 1, Box 2, Box 3
Item 8	1/1/2010	Black record album with white records. Box 1, Box 2, Box 3	Records in good condition. Rights not clear. No longer attached to the box. Box 1, Box 2, Box 3	Box 1, Box 2, Box 3
Item 9	1/1/2010	Black record album with white records. Box 1, Box 2, Box 3	Records in good condition. Rights not clear. No longer attached to the box. Box 1, Box 2, Box 3	Box 1, Box 2, Box 3
Item 10	1/1/2010	Black record album with white records. Box 1, Box 2, Box 3	Records in good condition. Rights not clear. No longer attached to the box. Box 1, Box 2, Box 3	Box 1, Box 2, Box 3
Item 11	1/1/2010	Black record album with white records. Box 1, Box 2, Box 3	Records in good condition. Rights not clear. No longer attached to the box. Box 1, Box 2, Box 3	Box 1, Box 2, Box 3
Item 12	1/1/2010	Black record album with white records. Box 1, Box 2, Box 3	Records in good condition. Rights not clear. No longer attached to the box. Box 1, Box 2, Box 3	Box 1, Box 2, Box 3
Item 13	1/1/2010	Black record album with white records. Box 1, Box 2, Box 3	Records in good condition. Rights not clear. No longer attached to the box. Box 1, Box 2, Box 3	Box 1, Box 2, Box 3
Item 14	1/1/2010	Black record album with white records. Box 1, Box 2, Box 3	Records in good condition. Rights not clear. No longer attached to the box. Box 1, Box 2, Box 3	Box 1, Box 2, Box 3

We also use it for tracking 3-D objects in our collection.



Jim Perkins
New London Archives



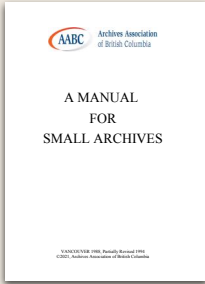
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"This practical, how-to book on managing archival collections is designed for those who have responsibility for such collections but lack formal archival training."

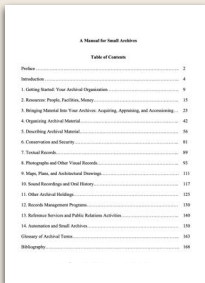
ROWMAN & LITTLEFIELD

If you have a small archival collection to manage and \$50 to spend I recommend this paperback. But there's also a no-cost workaround...



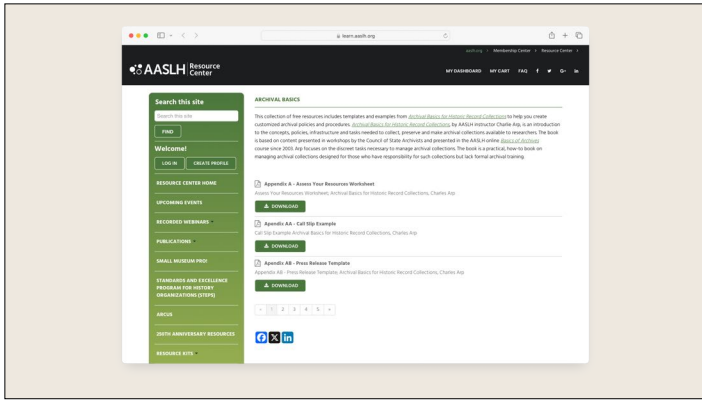
"This manual, developed by the Archives Association of British Columbia, is for the archivist in a small repository: for the volunteer, the one-day-a-week employee, the part-time archivist."

First download this publication from British Columbia (revised 2021).

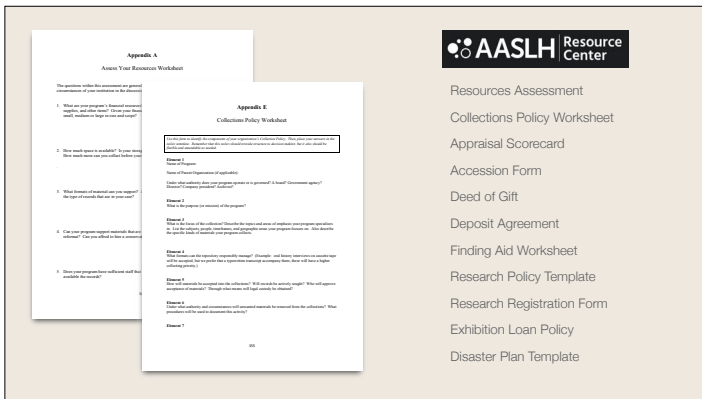


"This manual, developed by the Archives Association of British Columbia, is for the archivist in a small repository: for the volunteer, the one-day-a-week employee, the part-time archivist."

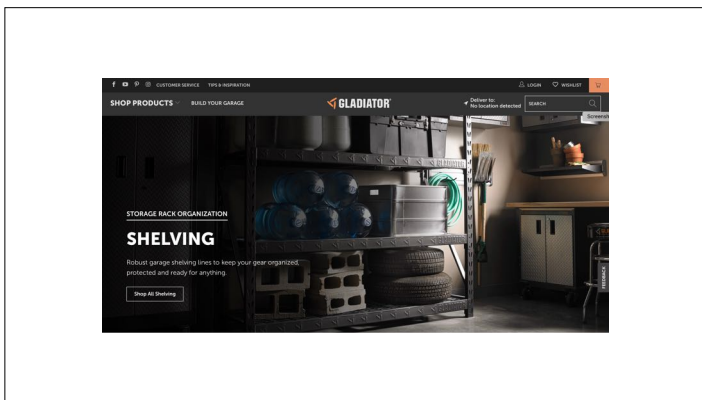
It covers all the basics...



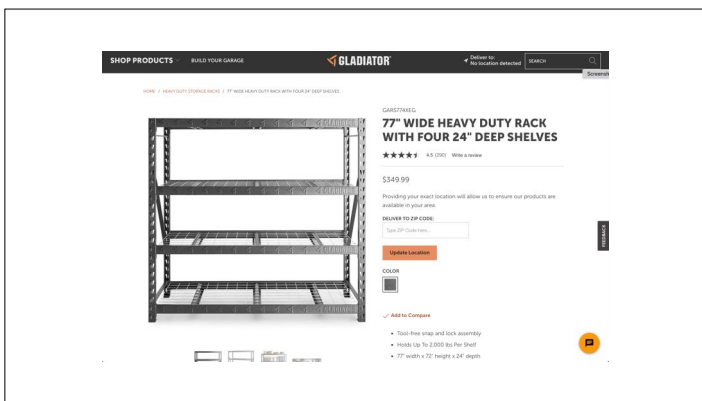
Then visit the AASLH web page for “Archival Basics” which offers free downloads of templates contained in the \$50 book.



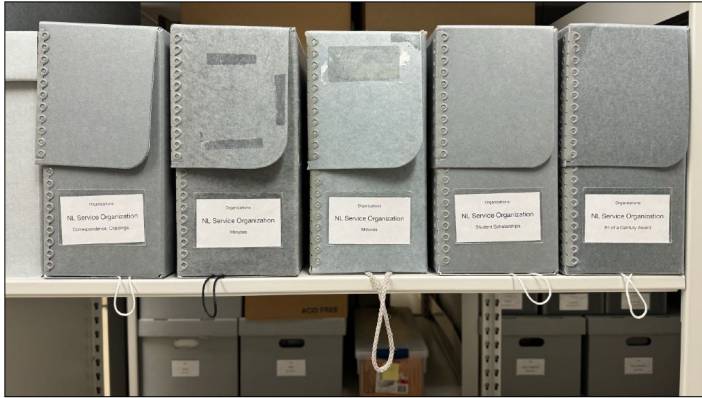
These are simple templates for things like resource assessments and [CLICK] collections policies. [CLICK] And much more... You can use them as a starting point for your own policies and paperwork.



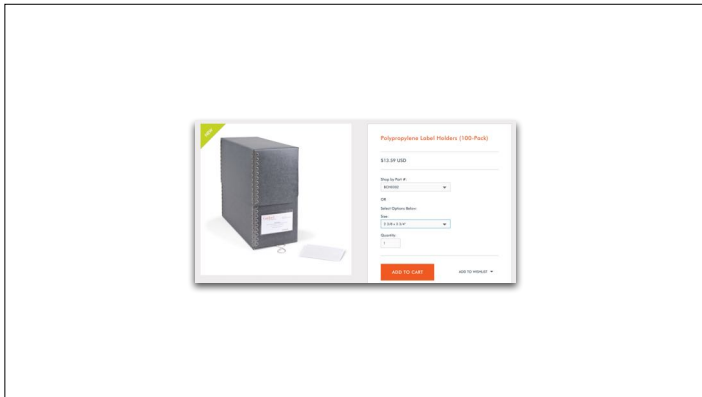
Invest in good shelving. When I needed temporary (5-year horizon) shelving for our secondary records storage, I chose these Gladiator garage shelving units. They are very heavy duty with open wire shelving to allow maximum air circulation, stand-alone and stable units that can be daisy-chained to create extra bays from fewer units.



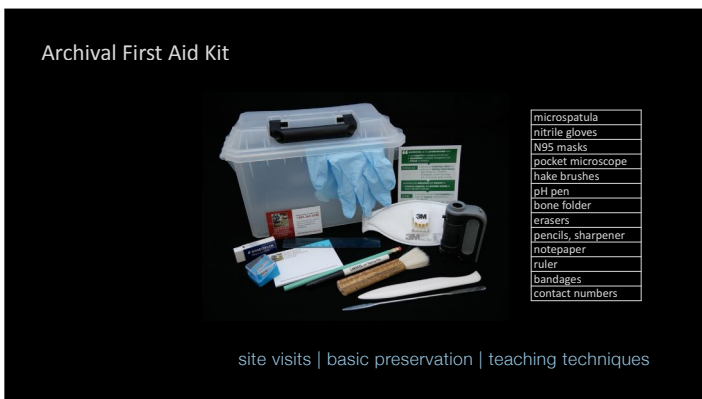
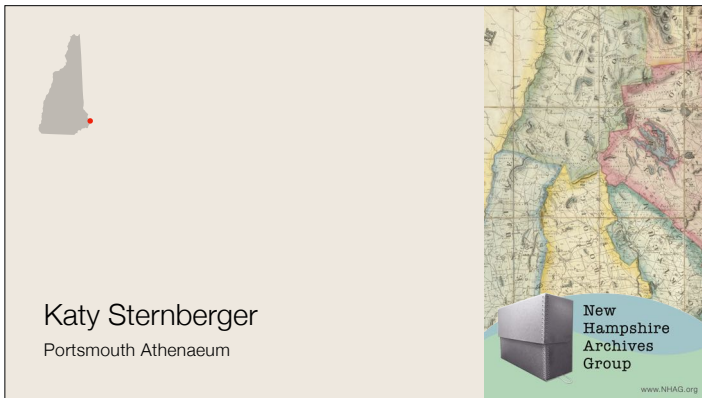
At \$350 per unit, however, they are expensive. When we recently replaced them with compact mobile shelving, these were easy to disassemble, still in perfect condition, and sold at original cost (less than the current retail price). Free shelves for five years! The moral of the story: sometimes it doesn't pay to economize.



Labels are key in any archival collection but often require updating. Self-adhesive business card sleeves fit on document boxes and make it easy to keep them up-to-date.



Surprisingly, Gaylord offers the cheapest per-label price, but watch those shipping costs!



Equip a box or tray with all your basic archival tools for site visits, basic conservation and repairs, and teaching new techniques to your volunteers.