

Archival Heritage Scrapbook

30.00
 3.50 Ship
 33.50
 2.35 Post
 2.68 GST
 38.53

INFORMATION AND DIRECTIONS

NOTE: PASTE ONLY ON ONE SIDE OF EACH PAGE

Acid-free Product

All components of this scrapbook are acid-free. It is designed to preserve paper items and also to protect them from each other. This printed page is included to advise owners on what to keep (and what not to keep) in an Archival Heritage Scrapbook and also how to attach items to the pages. The overall size is 11½ x 14 inches, the ideal size for Tweedsmuir Histories maintained by the Federated Women's Institutes of Ontario and other users.

Pages

There are 120 pages consisting of No. 2 offset 80 lb. paper (alkaline) at a pH value of approximately 8.7. This paper complies with ANSI-239.48-1984 specifications for "Permanence of Paper for Library Materials".

Binding

This book is bound by flat-headed Chicago Screws, made of aluminum. It can be taken apart easily for planning layout of pages and organizing arrangement of contents, if desired. The screws should be closed tightly to prevent accidental snagging by the heads.

Spacers

There is a spacer placed between each 10 pages, approximately, at the binding edge to compensate for the thickness of items attached to the pages. The final completed book will then maintain a flat state. The spacers are pieces of 2-ply acid-free mounting board buffered with calcium carbonate.

Covers

These are made from a sturdy flexible material called pressboard which is excellent for the purpose. These covers are acid-free, manufactured with an alkaline pH and buffered to neutralize migrant acidity.

Tape

The linen tape of the covers is to prevent the cover from breaking at the folding crease. The tape contains an acid-free water soluble gum.

Where to Store Your Archival Heritage Scrapbook

Your book when new will be acid-free but like all paper, even acid-free stock will absorb impurities and receive damage from poor environmental conditions. You must protect it from excessive light, excessive odours, excessive dampness and excessive dryness. The best part of a domestic building, school or office is usually the main or ground floor. Avoid storage in rooms below ground level where dampness exists or upper storeys which tend to be dry. The healthiest environment for people is a temperature of 20°C and 50% moisture content in the air. This is also excellent for your Archival Heritage Scrapbook. In essence, the best place for storage is in a main floor closet or desk.

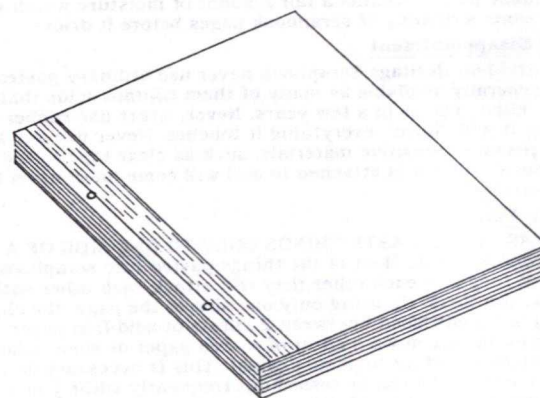
How to Store Your Archival Heritage Scrapbook

By habit, people tend to place valuable things within plastic bags. However, most plastic bags are cheap, acidic and exude damaging odours. They should be avoided! The best protection for your Archival Heritage Scrapbook is provided by an acid-free storage box.

What To Keep In Your Archival Heritage Scrapbook

There are a variety of things which can be preserved in an Archival Heritage Scrapbook such as:

- a) newspaper clippings,
- b) magazine clippings,
- c) invitations/announcements,
- d) programmes (sheets only),
- e) letters,
- f) small modern documents,
- g) snippets of official "opening" ribbons,
- h) small certificates,
- i) samples of wallpaper,
- j) small plans and fingernail sketches,
- k) business quotations,
- l) typewritten stories,
- m) special greeting cards,
- n) samples of new paint chips,
- o) etc., etc.



These scrapbooks are ideal for use in offices, schools and at home for family trees, logbooks about buildings and current history.

What NOT To Keep In Your Archival Heritage Scrapbook

Scrapbooks are not the ideal place for preserving booklets which are too lumpy in the scrapbook and which usually tear themselves loose, ripping off the cover. Their value is greater if undamaged. Anything of stiff cardboard is unsuitable as the book is reasonably flexible and stiff items become unwieldy and hard to keep in place, and may crack.

Anything made of cheap plastic which has an odour about it, will foul the scrapbook and contents.

Old documents are far too frail or valuable to be kept in scrapbooks. Instead, place the original in a document box (flattened out without folds) and paste a photocopy or reduced photocopy of the document in the scrapbook. Photocopies today are usually made on fairly good quality paper and will last a long time.

Photographs are very special documents which carry images within an emulsion on the top surface. Photographs should not be placed in scrapbooks where the emulsion surface will be subjected to frequent flexing and surface scrubbing by the pages. Snapshots are small enough to include but generally special albums for them are better. If you include snapshots, try using photo corners to attach them. Archival glue ticks may also be used but apply glue lightly to the backs of corners only.

Photographs

Photographs present a special problem which is best handled in this manner:

- a) include a photocopy or a "copy" photo in the scrapbook (never place an original photograph in a scrapbook),
- b) place the "original" photograph in an acid-free film folder or mylar sac,
- c) place the film folder in an acid-free document box,
- d) number the pages in the scrapbook in pencil,
- e) number the film folder with the "original" photograph to match the page number where the photocopy or "copy" photo appears in the scrapbook,
- f) brochures and booklets should also be placed in acid-free film folders in a document box (but not the same document box in which you keep "original" photographs).

P.S. Never write with ink on the back of a photograph because it may bleed through in years to come.