

New York State Archives

Strengthening Archives

Photographs Assessment Objectives

- You are able to identify the various types of photographs in your collection and make preservation decisions based on the unique needs of each photo.
- You provide adequate environmental conditions for your photograph collections
- Your photographs are housed in chemically and physically stable enclosures.

Assessment Question	Yes	No	Needs Improvement	Areas for Improvement
Can you identify different types of photographs in your collection and determine how to care for them?				<ul style="list-style-type: none">• Consult a specialist to identify any unusual photograph formats in your collection and develop procedures to care for them.• Make an effort to identify and isolate any nitrate or acetate negatives in your photograph collections.
Do you store your photographs in appropriate environmental conditions?				<ul style="list-style-type: none">• Purchase upright household freezers to store photographic collections• If storing photographs with your general collections ensure environmental conditions meet minimum requirements.
Do you remove photographs from paper files to store them separately?				<ul style="list-style-type: none">• Add special processing and handling instructions for photograph to processing procedures.• Place copies of original photographs in files to identify new locations of originals.• Store photos of similar size, type and materials together.

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Assessment Question	Yes	No	Needs Improvement	Areas for Improvement
Do you provide individual enclosures for photographs?				<ul style="list-style-type: none">• Determine if preservation quality paper or plastic enclosures best meet the needs of staff and users• Begin a re-housing project to upgrade your photographic enclosures.
Do you describe photographs in your collection using descriptive standards?				<ul style="list-style-type: none">• Evaluate whether current descriptions provide adequate context for understanding photographs. If not, consider preparing specialized finding aids for your photographs.• Add additional descriptive information from related standards for describing visual materials.