

## Storage and Care of Sound Recordings – Tips & Suppliers

The following are tips for storing your sound recordings. Below the tips is a list of companies in the U.S. that specialize in preservation supplies for housing, storing, and displaying library and archival materials. This list is provided as a service of the Digital Conversion Unit and is not to be construed as an endorsement of any individual company or product.

### Storage Tips

#### Reels:

- Store on slotless hubs
- Store the tape tails out (which means it has been played all the way to the end. Only rewind it right before playback)
- Store in plastic (polypropylene or polyethylene) cases.

#### Discs:

- Store in polyethylene sleeves, or paper sleeves with polyethylene lining
- Store upright, in storage boxes if possible, or using dividers. It's important that you don't allow the discs to lean, or they can bend and warp

#### Cassettes:

- Store in cases
- Store upright, not laying flat

#### CDs:

- Store in cases
- Store upright (While CDs can be bought in large quantities on a spindle, it's best to buy cases (which are inexpensive) for the CDs that you want to preserve.)

In most cases you should not attempt to clean the items yourself, as cleaning solutions can often do harm to the recordings. Cleaning should be left to trained professionals.

Store all materials away from the sun and other heat sources. The cooler the better, but before you stick it in your basement, keep in mind the potential for water damage if your basement is vulnerable or prone to high humidity or flooding. Generally speaking, whether in the basement or in other areas of your residence, don't store recordings on the bottom shelf. This will help protect them from possible water damage.

### Suppliers

#### Gaylord

PO Box 4901  
Syracuse, NY 13221-4901  
1-800-634-6307  
<http://gaylord.com/>

In their line of archival products, Gaylord supplies disc sleeves, reel-to-reel tape boxes, with hubs, vented reel-to-reel tape cases, cassette cases as well as storage boxes. (Select "Media Storage/AV & Security" then "Media Supplies & Storage" or "Archival Specialty Storage" and "Media" from the menu to view audio storage products)

#### Nitty Gritty

4650 Arrow Highway #F4  
Montclair, CA91763  
1-888-447-4889  
<http://www.nittygrittyinc.com>  
Nitty Gritty sells highly rated disc cleaning machines, as well as preservation quality disc sleeves.

#### Bags Unlimited

7 Canal Street  
Rochester, NY 14608  
1-800-767-2247  
[info@bagsunlimited.com](mailto:info@bagsunlimited.com)  
<http://www.bagsunlimited.com/>  
Bags Unlimited sells a variety of audio storage products, including cases, sleeves and boxes. (Select "Audio" from the menu to view audio products.)

#### Conservation Resources International

5532 Port Royal Road  
Springfield, VA 22151  
1-800-634-6932  
<http://www.conservationresources.com>  
Conservation Resources supplies boxes for individual reel-to-reel tapes and polyester-lined record sleeves, as well as storage boxes.