

Storage and Care of Audiovisual Recordings – Tips, Suppliers & Vendors

The following are tips for storing your audiovisual 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 magnetic tape on slotless hubs
- Store magnetic tape tails out (played all the way to the end--only rewind right before playback)
- Store film heads out (ready to be played)
- Store magnetic tape reels 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 lying flat

CDs and DVDs:

- Store in cases
- Store upright (While CD/DVDs can be bought in large quantities on a spindle, it's best to buy cases - which are inexpensive - for the CD/DVDs 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

Christie's Film and Video Supply

3625 W. Pacific Ave.
Burbank, CA 91505
1-818- 845-1755

<https://www.christys.net/>

Christie's provides all sorts of general film supplies.

Gaylord

PO Box 4901
Syracuse, NY 13221-4901
1-800-962-9580

<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.

Nitty Gritty

4650 Arrow Highway #F4
Montclair, CA 91763
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

<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.)

Light Impressions

2340 Brighton Henrietta Town Line Road
Rochester, NY 14603
1-800- 975-6429

<http://www.lightimpressionsdirect.com/>

Light Impressions supplies basic archival supplies (gloves, acid-free labels, etc.); acid-free containers for audio discs, tapes, video, and film.

Conservation Resources International

5532 Port Royal Road
Springfield, VA 22151
1-800-634-6932

Email: sales@conservationresources.com

<http://www.conservationresources.com>

Conservation Resources supplies boxes for individual reel-to-reel tapes and polyester-lined record sleeves, as well as storage boxes.

Rochester Institute of Technology

70 Lomb Memorial Drive
Rochester, NY 14623-5604
1-585- 475-5199

<https://www.imagepermanenceinstitute.org/>

IPI sells acid detection strips (A-D strips) to detect a vinegar syndrome “wheel” and measure the seriousness of syndrome.