

## Scrapbooks and Ephemera

*If this section is not applicable to the collection(s) being surveyed, note that here and move to the next section.*

1. Provide a general description of the scrapbooks and printed ephemera found in the collection(s), including personalized journals, mixed media albums, postcards, etc.

### Storage

2. How are scrapbooks and other similar volumes stored?

Are scrapbooks accessible for researcher use?

Do patrons have access to originals, copies, or both?

3. How are ephemeral materials stored (e.g. individual enclosures inside folders, custom boxes, etc.)?

### Condition

4. What is the general condition of scrapbooks and other mixed-media volumes? Note damage such as surface dirt and soiling, water stains, yellowing, embrittlement, deteriorated ink, evidence of mold or insects, or evidence of poor handling.

5. What is the general condition of printed ephemera? Note damage such as surface dirt and soiling, water stains, yellowing, embrittlement, deteriorated ink, evidence of mold or insects, or evidence of poor handling

Are there any specific items or groups of items that appear to be particularly fragile and/or damaged?

6. What is the current and projected future use of these materials?

- Heavy (frequent exhibits, research, or education use)  
 Medium (occasional exhibit or research use)  
 Low (permanent storage, handled infrequently)

7. What preservation actions are priorities for these materials in the collection(s)?

- Move collection or modify environment  
 Improve shelving practices (e.g. shelves books by size, adjust books upright, etc.)  
 Rehouse volumes into archival boxes, clamshell boxes, wrappers, etc.  
 Reformat and/or digitize volumes  
 Seek conservation treatment  
 Other: