

A QUICK GUIDE TO THE USE OF ...

	Don't use because	Replace with
Fly/insect spray	Chemical content can mark and damage artefacts and paper	Regular cleaning and approved <u>silverfish baits</u> use professional exterminators where needed
Glue	It can peel off, or leave a cracked residue, or shrink and damage paper	<u>Methyl cellulose paste</u>
“Magic” tape	It dries out and peels off, leaves stains and sticky residue	If something needs mending, see an archivist
Magnetic/clingfile photograph albums	Leaves sticky residue on photographs and chemicals from PVC damage front of photograph	Talk to diocesan archivist about alternative storage
Manilla folders	Made of acidic card which damages contents	<u>Acid free folders or envelopes</u>
Paper clips	Metal paper clips rust, stain and corrode	<u>Vinyl coated paper clips</u>
Pens/biros	Ink is irreversible	<u>2B or 3B pencil</u>
Rolls of cardboard	Made of acidic card which damages contents; rolling paper tightly causes irreversible damage	Approved wrapping: see “What to do with maps, plans etc...”
Rubber bands	They mark, perish and remain “glued” to papers	<u>Cotton tape</u>
Sellotape	It dries out and peels off, leaves stains and sticky residue	If something needs mending, see an archivist

Where to get the suggested products

Silverfish bait	Ask your diocesan archivist or purchase from a conservation products supplier
Methyl cellulose paste	Ask your diocesan archivist or purchase from a conservation products supplier
Acid free envelopes & folders	Ask your diocesan archivist or purchase from a conservation products supplier
Vinyl coated paper clips	Supermarket or stationery shop
2B or 3B pencil	Stationery shop
Cotton tape	Available as legal tape from stationery stores

Many of these products are available from a conservation supplies seller such as

<http://www.conservationssupplies.co.nz/>