

Oversize Paper Objects Storage Checklist

Action	Needed?	Priority	Notes
Provide flat files/other oversize storage system			
Estimate quantity of folders needed			
Make polyester/paper folders			
Unroll rolled objects (if this can be done without damaging the items)			
Replace acidic storage tubes			
Provide space for safe handling (rearrange furniture, or identify larger space and relocate collection)			
Provide large work surface			
Train staff in safe handling of large objects			
Get conservator's evaluation/condition survey			
Conservation treatment may be needed for:			
Other			
Other			
Other			