

**Pamphlets Storage Checklist**

Action	Needed?	Priority	Notes
Replace acidic binders/enclosures			
Make pamphlet enclosures			
Sew into preservation binders			
Rehouse pamphlets from open pamphlet boxes to closed archival boxes			
Develop photocopy guidelines/restrict photocopying			
Relocate pamphlets of high/special value to restricted storage/use			
Get conservator's evaluation/condition survey			
Conservation treatment may be needed for:			
Other			
Other			
Other			