

**Photographic Prints Storage Checklist**

Action	Needed?	Priority	Notes
Review handling/use/exhibit practices			
Train staff in proper handling practices			
Purchase and use lint-free gloves			
Separate photos from manuscript/archives collections			
Separate prints from negatives			
Begin program to produce negatives for prints that do not have them			
Estimate time/costs/supplies for housing/rehousing			
House/rehouse collections			
Provide support for photos on brittle mounts (folders/flat files/boxes)			
Photocopy original prints for research use			
Create/implement handling guidelines			
Rotate exhibited photographs			
Reframe framed photos with museum-quality mats, or rehouse			
Get conservator's evaluation/condition survey			
Conservation treatment may be needed for:			
Other			
Other			