



## Conservation Guidelines for Imaging Photographs

### Iraqi Jewish Archive Preservation Project National Archives and Records Administration

Most of the photographs in this collection are extremely fragile and damaged from the previous storage, handling and disaster history of the documents. The first few doc boxes are in better condition than the ones that will follow.

- Always handle photos while wearing gloves unless they are in a polyester sleeve.
- The “original folder presentation” method of imaging means that several layers of paper will be visible in each image. Because of this, Conservation will use off-white flags rather than colored flags.
- Because these photographs are so damaged, they are “No Glass” items.
- If a slug-insert flag says “cannot be separated” - DO NOT ATTEMPT to separate or get internal images in the fused documents. Image the set of papers as-is with a slug inserted and move on.
- If a flag says “Roll Back” - gently curl only the free part of the paper to expose original text on the following page using the lightest of the soft-weights that will work. Only curl paper. DO NOT curl photographs as they can be easily damaged. A flag will direct you to insert a “cannot be separated” slug in these images.
- Some adhered pages will need two or more rolled back images (with the paper rolled in different directions) to capture all the available text.

Wherever possible, photographs that were originally adhered to documents have been reattached in their original location. Photographs originally fastened to documents using metal fasteners have been sleeved and the sleeves are now fastened according to normal procedures with Permalife strips and stainless steel paper clips. Photographs where the original location is not apparent are also sleeved in the file location in which we found them.

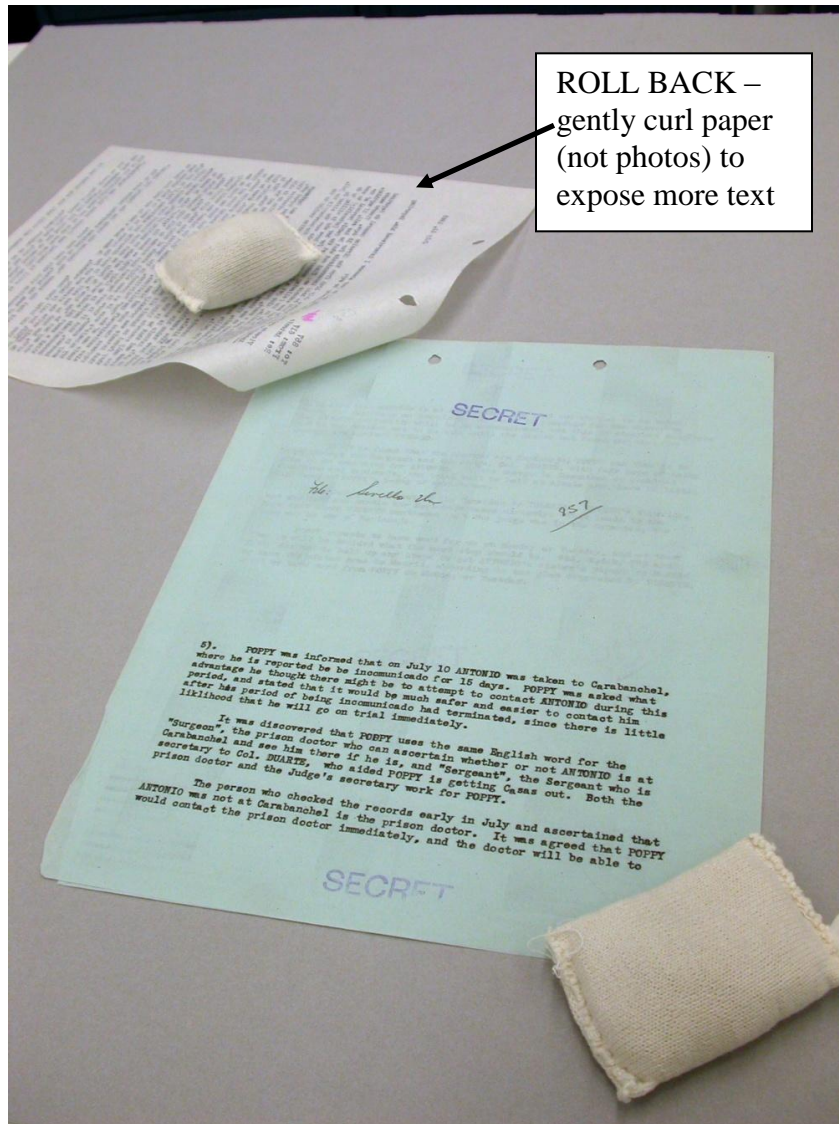


Image 1