

Preserving Filk At Home!

General Principles for Preservation

Find Your Stuff

- What do you have and where is it?
- Where will you do the physical and digital work?

Prioritize

- What is most important for you? For the filk community?
- Are there duplicates? If so, can you identify best copies?
- Will you prioritize physical items (paper, CDs, photos), digital items, or both?

Organize

- Put physical items in a logical order and label boxes, enclosures, and folders.
- For items like photos or sound recordings, note important information like dates, people, places, events, etc. on containers.
- For digital files, create a logical folder structure if necessary and give the files names that describe their content. Tag important information like people, places, and events.
- Create a text file with a general description of the digital items and your organization scheme; save a copy with the files and keep a hard copy with other important papers.

Safeguard

- Store fragile materials in closed boxes and/or clear enclosures and handle sparingly.
- Keep audio and video in their boxes or sleeves.
- Storage spots should not have wild temperature or humidity fluctuations and should be pest-free.
- For display items, be aware of the light exposure, especially natural light.
- Store digital items in at least two places (a computer, portable hard drive, cloud storage, or physical media like CD, DVD, or thumb drive). **Back up regularly.**
- “Poke” your digital files twice a year or so to make sure they open correctly.
- Replace portable hard drives about every 5 years.

Donating + Resources

Public Filk-ish Collections *(institutions listed in alphabetical order)*

- An Archive of Our Own: <https://archiveofourown.org/>
- Bowling Green State University: <https://www.bgsu.edu/library/music/about.html>
- Harold M. Stein/Filk Archive: <http://filk.meravhoffman.com/>
- Internet Archive: <https://archive.org/>
- Texas A&M, Cushing Library: <https://cushing.library.tamu.edu/collecting/scifi.html>
- University of Iowa: <https://www.lib.uiowa.edu/sc/resources/FandomResources/>

Preservation Guides

- Library of Congress, Personal Archiving
<https://www.loc.gov/preservation/about/faqs/general.html>
- Library of Congress, Personal Digital Archiving
<https://digitalpreservation.gov/personalarchiving/>
- Northeast Document Conservation Center, Personal and Family Archives
<https://www.nedcc.org/free-resources/preserving-private-and-family-collections/caring-for-private-and-family-collections>
- *Creating Family Archives* by Margot Note (book)
<https://www2.archivists.org/publications/creating-family-archives>
- National Archives and Records Administration, Preserving Family Archives
<https://www.archives.gov/preservation/family-archives>
- American Institute for Conservation, Caring for your Family Treasures
<https://www.culturalheritage.org/about-conservation/caring-for-your-treasures>
- National Archives, Preserving Scrapbooks and Photo Albums
<https://www.archives.gov/files/calendar/genealogy-fair/2021-05-04-handout.pdf>

Access This Handout Online!

Tinyurl.com/ovff22

