

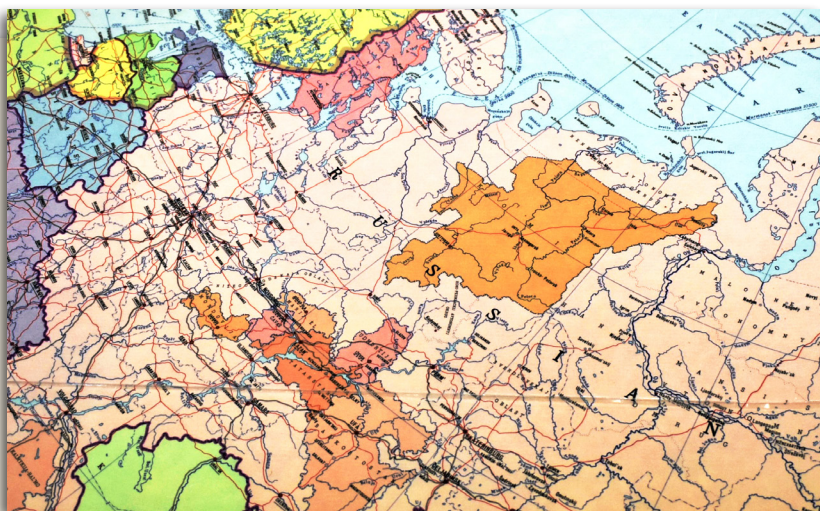


AMERICAN HISTORICAL SOCIETY OF GERMANS FROM RUSSIA

Honoring our Past • Embracing the Future

AHSGR Emma Schwabenland Haynes Library & Archives

AHSGR has the largest library collection of German Russian materials in the USA (over 8,000 volumes). The collection includes journals, newsletters, and family histories about Germans from Russia. Other materials include maps, surname charts, DVDs, obituaries, and microfilm. The Arthur Flegel Collection includes 700 books and 500 binders of research information donated to AHSGR by Mr. Flegel.



RESOURCES

The AHSGR collection showcases the history of the German Russians in several media formats:

- Books
- Photographs
- Letters
- German fiction, poetry, and folklore
- Russian village information; includes reference materials, village coordinators, village newsletters, & village files
- U.S. and Canada histories
- Cemetery records
- Church records
- Passenger lists
- Periodicals
- Microfilm
- Maps

Additionally, the AHSGR Library accepts research requests, offers interlibrary loans, gives library tours, and provides research assistance.

Our library holds over 8,000 catalog items:

• Books:	6,529
• Church Records:	798
• Charts:	336
• Manuscripts:	328
• *Other:	88
• Films	32
• Maps	27

We also host many non-cataloged items, special collections, and historical documents

*Music, Sound Recordings, VHS, Cassettes, Mixed Materials, etc.

10 Tips

for Preserving your Family Papers and Photographs

Contact Info

Archivist:

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Archival Research Coordinator:

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1 Create a Stable Environment

Avoid extreme fluctuations in temperature and relative humidity; ideals are 60-65 °F and rH of 40%

Storing in interior closets or under beds is preferable to basements, attics, garages, and barns

2 Light Damage is Permanent

UV protection does not eliminate light damage

Display copies when possible and keep the original in the dark

If you do display the original, avoid direct sunlight, use glass with UV protection, select archival frames and mats, and monitor fading

3 Choose Storage Conditions Carefully

Avoid places that flood or where broken pipes, water heaters, washing machines, or other things could overflow and cause damage to your collection

Store photographs in enclosures and boxes that have passed the Photographic Activity Test (PAT)

4 Handle with Care

For photographs and negatives: use white cotton gloves or latex/nitrile gloves

For paper and books: use clean dry hands

Tears are often best left unmended!

Do not use tape, glue, rubber cement, staples, thumbtacks, etc. to repair photographs or papers

Place torn items in plastic sleeves

Do not use rubber bands or paper clips to bind items together

5 Label Your Photographs

Use a pencil, never a pen or marker
Pens will bleed through the paper and smear, especially during a disaster

Use proper names (first and last)

Write lightly along the edges and avoid the center of the images

Never write on the front or the emulsion of a photograph

6 Keep Albums Together if Possible

Use acid-free tissue paper to interleaf pages

Store albums in custom phase boxes

Always take apart magnetic page photo albums; they will cause permanent damage to your photographs

Document the album before taking it apart by either photocopying or scanning it

7 Do Not Keep Newsprint

These are usually made of very low-quality paper; copy, digitize and throw away the newspaper print

As newsprint breaks down, it gives off harmful gasses that will cause damage and yellowing to everything around it

8 Do Not Laminate Historical Documents

Lamination is irreversible and will speed up the deterioration process

It uses heat and adhesives to permanently bond the plastic to the paper it is supposed to be protecting

It is intended for use on materials with short life expectancies or items that are easily replaced

Encapsulate your historic documents

Encapsulation uses two pieces of archivally safe plastic either welded or taped together along three sides

The process is completely reversible and will not harm the documents or photographs

9 Plan Your Digitization Projects

Know that by going digital, you are committing yourself to keeping up with technology, and you will need to migrate your files to new storage sources as technology advances

Create Master Files

Use uncompressed file formats like ".tiff" or ".pdf"

High resolution (600-800 dpi)

Not altered or edited

Backed up and stored separately

Also create Derivative or Access Files

Lower resolution, for example: Print: 300 dpi and Screen: 150 ppi

Compressed files: .jpg

These files can be edited, adjusted for color, remove dust, scratches, tears, etc.

10 Always Backup Your Data

Plan for failures and disasters

Think of your worst-case scenario (tornados, hurricanes, fire, power surges, equipment failure, etc.)

Use a multiple media approach

CDs, flash drives, external hard drives, cloud storage, etc.

Store copies off site - store with a friend or in a safety deposit box.

Refresh your backups regularly