

# DISASTER PREPAREDNESS & RECOVERY

## SALVAGE TIPS FOR ALL MEDIA TYPES

**Remove** media from containers or sleeves

**Remove** wet inserts from cases

Ensure all pieces of a media item are **labeled** with a common identifier

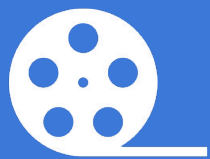
**Discard containers** that can be easily replaced (e.g., CD jewel cases). Clean and dry others well

Clean using **distilled water only**. Tap and mineral water can damage media. Change water regularly

Dry items (where applicable) for **at least 48** hours

**Contact** a restoration **expert** as early as possible

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## SALVAGE TIPS FOR FILM

35MM, 16MM, 8MM

**DO NOT unwind** the film

**DO NOT dry** the film until you have been instructed by an expert

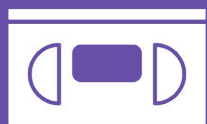
**DO NOT submerge** films that are not already wet

**Rinse with** clean, **distilled water** to remove debris

If you have access to a freezer, place film in a plastic bag, remove as much air as possible, seal the bag, and **freeze**. Supermarket bags work fine

If you don't have access to a freezer, **place in a bucket of cool water**. Change the water daily for up to 2 weeks until you can get the film to a lab

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## SALVAGE TIPS FOR ANALOG TAPE VHS, U-MATIC, BETACAM, AUDIO CASSETTES

**DO NOT freeze**

**DO NOT rewind** wet or damaged tapes

**DO NOT unwind**, unspool or take tape apart unless advised by an expert

Contaminated or water-damaged tapes should be **rinsed in clean, distilled water**. Carefully ensuring tape does not unspool, giving tape a light shake. Dispel dirty water into a separate bin

**Remove any residue** on the outside of the cassette using a Q-tip with solution of  $\frac{1}{3}$  isopropyl and  $\frac{2}{3}$  distilled water, taking care not to smudge the label

**Lay upright to dry** with the exposed portion of tape facing up. For cassettes, prop open lid and hold in place with a Q-tip so tape does not adhere to the lid

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## SALVAGE TIPS FOR DIGITAL TAPE MINI DV, DVCAM

**DO NOT freeze**

**DO NOT rewind** wet or damaged tapes

**DO NOT unwind**, unspool or take tape apart unless advised by an expert

**DO NOT submerge** in water

**Dry cassettes with a microfibre cloth**, then remove any residue on the outside of the cassette using a Q-tip with solution of  $\frac{1}{3}$  isopropyl and  $\frac{2}{3}$  distilled water, taking care not to smudge the label

**Lay upright to dry** with the exposed portion of tape facing up, and a Q-tip holding the lid open

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## SALVAGE TIPS FOR OPTICAL DISC CD, DVD

### **DO NOT freeze**

**Rinse** contaminated or water damaged discs in clean, distilled water. Do not submerge if not already wet

Using a lint-free microfibre towel, **dry by wiping from center outward**, in a sun-ray motion. Blot the label side only to avoid smearing labels

For any remaining residue, clean with a Q-tip with solution of  $\frac{1}{3}$  isopropyl and  $\frac{2}{3}$  distilled water

**Dry** in a new, clean jewel case with data side down, jewel case open like a book, upright. If jewel cases are unavailable, lay flat on a clean, dry surface, data side up

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## SALVAGE TIPS FOR ANALOG DISC

LPs (not including shellac or lacquer disc)

### **DO NOT freeze**

**Clean** in a solution of distilled water with a few drops of mild dishwashing detergent

Using a microfibre or other lint-free cloth, **wipe in a circular motion** (following the grooves) to remove residue

**Rinse** in clean, distilled water

Wipe again with **lint-free cloth** to dry

**Lay flat** to dry

Place in a **clean sleeve**