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


**DISASTER PREPAREDNESS & RECOVERY**

**SALVAGE TIPS FOR FILM**

35MM, 16MM, 8MM

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**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 1/3 isopropyl and 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
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
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 ⅓ isopropyl and ⅔ 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
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