

Priority	Material	Air Dry	Freeze	Vacuum Freeze Dry (VFD)	Remarks
		Correct any deformations. If necessary, wrap books with gauze bandages before wrapping with archival plastic film. Leave the film open at the top and bottom after stretch wrapping			
3	Books (paper, cardboard, fabric, leather)	Stand up or lay down fanned out. Every 25 pages insert blotting board, replace regularly	Carefully repair deformations, if necessary. Bandage.		Leather bindings: separate transport container
1	Books with glossy art paper		Pack tightly, close stretch film on all sides		Avoid pressure
4	Thread-sewn documents	Lay down. Insert blotting board every 25 pages, replace regularly	Carefully correct deformities, bandage if necessary		
3	Documents in folders	Place or lay down fanned out. Insert blotting paper every 25 pages, replace regularly	Dispose of the folder. Cut out the spine of the folder with the information and insert the documents with a layer of film in between		
2	Parchment manuscripts		Wrap tightly in stretch film! Do not open. Contact conservator immediately!		Do not rinse! Separate transport container. Avoid pressure Label with "not for the VFD" when packing
4	Single sheets, single layers, pamphlets, paper documents	Place face up on blotting board	Repair deformations, place cardboard underneath for stabilisation		Avoid pressure
4	Tracing paper	Place face up on blotting board	Only if there is no other option		Label with "not for the VFD" when packing
1	Glossy art paper	Possible for single sheets (backing: polyester/silicone paper)	Pack tightly, close stretch film on all sides		
2	Parchment - single sheets of parchment documents	Place writing/colour side up on blotting board. For swollen painted areas: weigh down the edges, dry open	Place cardboard underneath for stabilisation, stabilise seal		Do not rinse! Avoid pressure Label with "not for the VFD" when packing
4	Rolled large formats, coloured drawings, graphics, maps	Place individually and, if possible, unrolled face up on blotting board	Repair deformations, do not unroll		
4	Flat large formats	Place individually and unfolded face up on blotting board	Place cardboard underneath for stabilisation		
4	Plans/maps on tracing paper	Place individually face up on blotting board	Only if there is no other option		Label with "not for the VFD" when packing
1	Plans/maps on art paper	Place image side up on waterproof material (film/silicone paper)	Pack tightly, close the film on all sides		Avoid pressure
		Do not touch the image layer with your fingers! Do not clean the surface with paintbrushes, brushes, sponges, etc.! Collect all photos and AV media in flat containers. Avoid pressure. Contact a photo/AV media conservator immediately!			
1	Photographs	Remove packaging. Dry on a clean surface, image layer facing upwards	Remove glassine covers, Pack airtight in PE bags		Never pack photos image layer on image layer as they may stick together! → Alternatively: controlled defrosting with conservation measures
1	Photo albums		Wrap tightly, with film on all sides & close		
1	Film material (moving images, microfiche, microfilms)	Store in distilled water, then air dry			Rinse off any dirt with distilled water. Rewind if the belt is loose
1	Film Rolls		Keep moist in closed plastic bags in distilled water or freeze		→ Controlled thawing with conservation measures Label with "not for the VFD" when packing
1	Photos on glass or metal carrier	Remove the packaging, dry on a clean surface with the image layer upwards			
1	Magnetic data carriers (tapes/audio cassettes, VHS)	Dry on a clean surface. Dry with a cold air stream			Do not the touch magnetic tape!
1	Sound data carrier	Shellac: Air drying Vinyl: Rinse with distilled water, followed by air drying			Vinyl: freezing possible
1	CDs, DVDs etc.	Rinse with distilled water, clean with a soft cloth (from the inside out, not in a circular motion!)			
1	Discs	Rinse with distilled water, remove the storage plate from the housing. Then air dry			