

# Preserving Your Motion Film and Video Tapes



# Preserving Your Motion Film

- Color film should be stored at the coldest possible temperature to reduce fading - temperatures up to  $-1^{\circ}\text{C}$  with 25% to 35% relative humidity
- Black-and-white film can be stored at maximum  $10^{\circ}\text{C}$ , also with 25% to 35% relative humidity
- Store film in polypropylene containers, archival cardboard or treated metal cans; be sure that the containers are not airtight

# Preserving Your Motion Film

- When storing, film should be wound evenly with the emulsion side out
- Be sure that film lies horizontally in storage
- Label the film on the outside of the container; do not put paper or other materials inside
- Video tape will not likely last as long as film
- Transferring your film to video is good for access to the film, but the original film should be kept

# Caring For Video Tape

- Video tape only has an expected life of 10 to 30 years
- Threats to video tape include: exposure to liquid or dry debris; stretching, creasing, or breakage due to playback on poorly maintained equipment; uneven tension when rewinding; demagnetizing; inadvertent erasure or rerecording; and natural disasters such as fire or flooding.

# Caring For Video Tape

- Best long-term storage conditions for video tape call for temperatures at a maximum 15°C and 25 to 35% relative humidity
- Magnetic media should never be stored at temperatures below 7°C, or near magnetic sources such as motors, transformers, electrical fixtures, loudspeakers, or vacuum cleaners, which may demagnetize them

# Caring For Video Tape

- Tapes should be stored upright (standing on end like a book) in plastic polypropylene cases; keeping them flat can cause warping
- Tapes should be wound to the end and then rewound back to the beginning before they are stored; storing them partially wound can also cause warping of the tape