

**Yale University Library
Preservation Department
Guidelines for Choosing Storage Locations
For Audiovisual and Photographic Collections**

Archival materials that need to be in frozen storage for long-term preservation:

- Nitrate motion picture film
- Nitrate cut film
- Acetate B&W motion picture film
- Acetate color motion picture film
- Polyester color motion picture film
- Acetate B&W cut film that scores a 1.5 or higher on the A-D Strip test¹
- Acetate color cut film
- Polyester color cut film
- Color photo prints
- Color transparencies/ slides
- Ink jet prints²

Other archival materials – such as magnetic media – benefit from cool storage. Archival materials that should be stored at the LSF instead of frozen storage are:

- Magnetic media (e.g. reel-to-reel audio, cassette tapes, videotapes)
- Glass plates (e.g. glass plate negatives, lantern slides)
- Polyester B&W motion picture and cut film
- B&W photo prints

Archival materials that CANNOT be frozen due to damage risks:

- CDs
- DVDs
- Mini-Discs

In general, all archival materials will benefit from storage at the LSF versus storage at room temperature as the table below demonstrates:

Room (70°F/50% RH)	Cool (50°F/30% RH)	Cold (40°F /30% RH)	Frozen (32°F /30% RH)
5 years	100 years	230 years	540 years

¹ Archival processing for acetate film collections should include a quick A-D Strip test to determine its condition – the test can be completed overnight. Scores of 1 and below should be sent to the LSF for storage.

² Ink jet prints are put in the frozen category mostly because they are sensitive to gaseous pollutants; the LSF for storage is also OK for these if freezer space is limited.