

PROCEDURES FOR RECOVERING AUDIO AND SOUND RECORDING MATERIALS

Phonodiscs

- Remove discs from their sleeves and jackets (if labels have separated, mark the center of disc with a grease pencil and keep track of the label).
- Air dry jackets, sleeves, and labels.
- If dirt has been deposited on discs, wash them in a 10% solution of Kodak Photo Flo in distilled water.
- Blot excess moisture with a lint-free cloth; then air dry discs on supports that permit free circulation of air.



Wax Cylinders

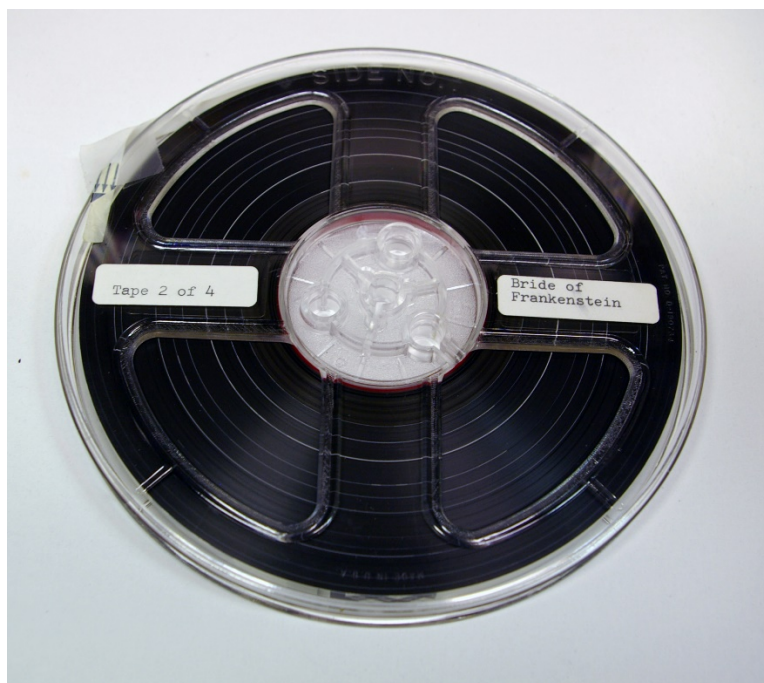
- Gently remove cylinders from containers, making sure to provide support to bottom "cap" so cylinders do not drop out.
- Blot as completely dry as possible making sure to remove as much adhesive, dirt, etc. as possible. This is easiest to do when still wet.
- Set cylinders on end and allow to air-dry completely. Place in extra empty containers or wrap in tissue.



Magnetic Media

Reel to reel tapes

- If the exterior of the tape is dirty, wash it (while still on the reel) with lukewarm water,
- Blot excess moisture and air dry (place tapes on sheets of newsprint spread over plastic covered tables).
- Air dry the box.
- If the reels are dirty, remove the tape and wash the reel with detergent and water (or replace the reel).



Audio cassettes

- If there are no master copies, dismantle the cassette.
- Blot excess moisture and air dry (place tapes on sheets of newsprint spread over plastic covered tables).
- If no master copy is available, re-assemble housing and re-record the tape after drying.



Video cassettes

- Dismantle the cassettes.
- Blot excess moisture and air dry (place tapes on sheets of newsprint spread over plastic covered tables).
- If no master copy is available, re-assemble housing and re-record the tape after drying.

