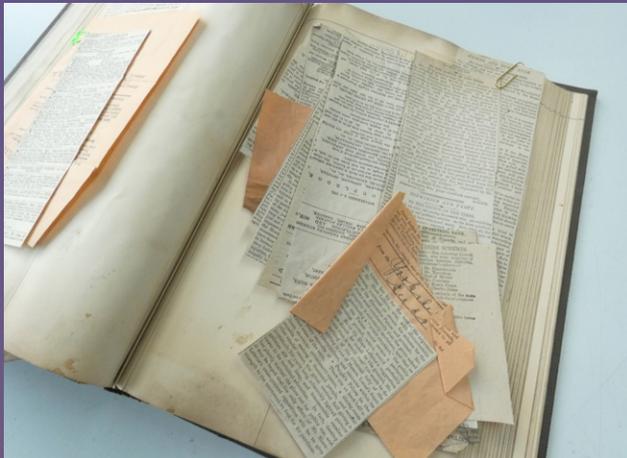


## WELCOME

This leaflet provides a brief guideline on how to look after your offcuts and newspaper collection. You can learn how to ensure the long-term preservation of your beloved documents with very simple but effective practical actions.



## FIND OUT MORE

### The full series

- #1 Caring for loose documents at home
- #2 Caring for books at home
- #3 Displaying prints and drawings at home
- #4 Caring for photographs at home
- #5 Caring for LPs and CDs at home
- #6 Caring for newspapers and offcuts at home
- #7 Pest monitoring at home

### Visit LMA online

[www.cityoflondon.gov.uk/things-to-do/history-and-heritage/london-metropolitan-archives](http://www.cityoflondon.gov.uk/things-to-do/history-and-heritage/london-metropolitan-archives)

### Suggested reading and websites

#### Institute of Conservation

[www.icon.org.uk](http://www.icon.org.uk)

#### Scrapbooks

[www.loc.gov/preservation/care/albums.html](http://www.loc.gov/preservation/care/albums.html)

#### Seeking professional advice

[www.conservationregister.com](http://www.conservationregister.com)

#### Looking for archival packaging?

[www.cityoflondon.gov.uk/things-to-do/history-and-heritage/london-metropolitan-archives/about-lma/archive-box-making](http://www.cityoflondon.gov.uk/things-to-do/history-and-heritage/london-metropolitan-archives/about-lma/archive-box-making)

CARING FOR YOUR  
COLLECTION AT HOME

# NEWSPAPERS & OFFCUTS

6/7

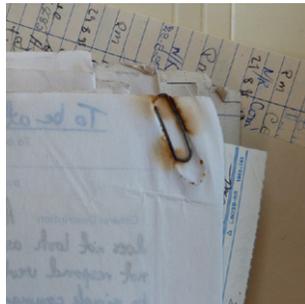
## Causes of deterioration

Newspapers and offcuts are made of poor-quality acidic paper, which deteriorates becoming embrittled and yellow (below left).

Exposure to light, high relative humidity and high temperature accelerate the deterioration. Rough handling and inadequate housing, like folders and boxes made of acidic paper or plastic, are the main reason for tears and losses. Poor environmental conditions, e.g. damp rooms and dust can attract pests such as insects and rodents, and help mould growth (a potential source of allergies and respiratory disease).

Food crumbs and drink spillages can stain the paper, leaving a permanent mark.

Adhesives and 'Sellotape' used to attach the clippings can stain and cause discolouration, while metal fastenings, like pins or paper clips, can rust (below right).



## Damage prevention

- Avoid direct light by keeping the items in acid and lignin free enclosures, which will also give some protection from pests (below).
- Avoid storing in humid places like the kitchen, bathroom, attic or cellar. If possible, store in a dark cupboard, which will give some protection from sudden changes in humidity, temperature and light.
- Keep them away from radiators or sources of heat.
- House clippings in acid-free paper or polyester sleeves.
- To mount clippings think about using polyester photo corners rather than 'Sellotape', paper clips or staples. Or you can get appropriate adhesives, such as starch paste, from specialist shops.
- Think about creating a surrogate either as a digital copy or printed on acid free paper.
- When handling items always do it on a clean, dry, flat surface. Make sure hands are clean and dry and there is no food or drink nearby. Open folded items gently.
- If you are keen to store clippings in a scrapbook format, choose one that has acid and lignin free paper and an expanding spine.
- You can surface clean your items from dust and insect debris by using a very soft hake brush but avoid cleaning mould.



## Ongoing preservation

It is important to monitor your collections for signs of deterioration.

- Pests – Look out for rodent droppings, holes in items and insect debris.
- Dust and mould – Dust can be cleaned off regularly but be aware of mould and seek advice from a conservator if you find some.
- Look for signs of distortion – cockling of the paper can indicate that humidity is too high so you may need to relocate your items.
- Discolouration – If light is not a factor, then this could be due to inappropriate housing materials.

