

## AV Care and Handling Guidelines

Audiovisual material, including video and audio tape, motion picture film, CDs and DVDs and LPs, should be stored in a **stable cool, dry and clean environment away from sunlight, food and liquids**. Handle objects minimally and always with clean hands.

### Video and Audio Tape

- Avoid touching the magnetic tape directly.
- Handle cassettes by the outer shell, only. Do not place fingers or any other materials into openings.
- Handle open reel tape by the outer edge of the reel flanges and center hub areas only.
- Play the tape at normal speed; avoid using fast-forward or fast rewind if possible.
- Avoid contact with magnetic fields such as speakers
- Store tapes in plastic containers, ideally made of polypropylene, vertically on end – not flat.
- To avoid accidental erasure, break off the tabs on the top.

### Optical Discs (CDs and DVDs)

- Avoid touching the recording surface of the disc. Instead, handle the disc by the edge and inner hub.
- Use the clear inner hub only for labeling. Writing on the disc, even those with space for a label, can cause damage.
- Use a water-based felt-tip marker for labeling. Solvent-based markers and ball-point pens can cause damage.
- Store the discs in sturdy individual protective cases. Avoid using sleeves or album books which can scratch the disc.
- Store discs vertically, like a book on a shelf.
- When necessary, use compressed air or a soft, lint-free cloth from the center hole out – not in a circular pattern.

### Grooved Disc (78s, 33.3, 45, etc)

- Handle all grooved discs (78s, 45s, LPs, and acetate discs) by their edge and label areas only.
- Store the discs in sturdy full height, individual protective cases.
- Store discs vertically, like a book on a shelf.
- To clean grooved recordings, use a soft, clean, lint-free cloth. Work in a circular fashion, following the grooves, starting at the centre and working out to the edge. Do not use alcohol-based cleaning fluids.

### Motion Picture Film

- Handle film by the edges and avoid touching the emulsion. Wear cotton gloves if possible.
- Store film on cores inside vented plastic (polypropylene) can. If film is kept at or near room temperature, do not seal film inside tightly closed bags.
- Store film on cores horizontally.
- If needed, use splicing tape for repairs – not multipurpose adhesive tape.

For more information, contact:

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