

Ways to preserve, store and organise family history supported by [www.my-history.co.uk](http://www.my-history.co.uk)

Key study skills for a Family Historian to actively follow		
Patience	Lateral thinking	Motivation
Check list	Recording sources	Widen the net, outside the box
Variations	Recording system	Sources into time periods
Task List, To Do	Standardisation	Charts - skeleton tree
Research guides	Check list	Individual sheet - lifetime
Accuracy	Share, collaborate	Known to the unknown
Confidentiality	Sensitivity	Label photographs (digitally?)
Verify, cross-check	Don't assume	People in context
References	Social History	Palaeography, Latin, Overlays
Research Log	Chase originals	Self in witness stand
Analyse	Keep focused	Knowledge bases
Know your search engines	Check website contents	Roll back chronologically
Photographs + locations	Surname distribution	Study plan
Collate	Methodical, Logical	Ultra violet light
More than one source	Evidence	Cataloguing
Listen	Ask questions	Manipulate websites
Not at face value	Open minded	Eliminate
Copyright	Imagination	Download data
Revisit research	Revisit websites / archives	Believe unbelievable
Timeline	Hunches	Collection guides
Follow-up clues	Record positive negatives	Education guess
Database	Indexing	Filing systems paper/digital
Read	Take a break, change tack	Alternative sources Birth, Bapt
Naming patterns	Write up notes	Number note books and index
Colour code, flags, icons	Research bag + tickets	Self-publish, anniversary?
<b>Conservation, preservation and storage : now less expensive, smaller quantities</b>		
Acid free sleeves, tissues, glue, paper	Multiple backups, locations / scan / download	
Constant temperature + humidity	Photocopy / print / handling collection	
Encapsulate - don't laminate	Never cello tape, document repair tape	
Latex gloves for photographs	Wooden ruler / acid free paper guide keep place	
Book rest = cushion. Weights / snakes = ?	No staples, pins, rubber bands	
Brass / plastic paperclips / cotton tape	Storage boxes, artificial atmosphere protects	
Don't over clean. Roll don't fold	Interest family, younger members. Bequeath	
Renaissance Wax, soap flakes	North facing, northern lights	
Memory book, scrapbook, textile, art	Cleaned? Photograph, check back 6/12 months	
Gel-bags. Foil sheets to reflect light	Black card + lens hole, avoid reflection	
Valuable / Important - find specialist	Visible conservation, note steps / actions	
Moths - clingfilm in freezer two + weeks	Water damage / freeze until treated	
Humidify / wash - experts only?	Smoke sponge / test section	
Mould - brush off old outside, fan pages	Damp, interleave with kitchen towel	
Dust - light vac with small soft brush	Mould - new can be smeared - don't	
Avoid storing on floor	Stack carefully, no smoking, drinking, food	
Quality archive inks / paper	Film + vinegar smell = action	
<a href="http://www.wyjs.org.uk/archive-service/caring-for-records/guides-to-caring-for-records/">www.wyjs.org.uk/archive-service/caring-for-records/guides-to-caring-for-records/</a>		
<a href="http://www.bl.uk/conservation/guides">www.bl.uk/conservation/guides</a>	<a href="http://www.digitalpreservation.gov/personalarchiving/">www.digitalpreservation.gov/personalarchiving/</a>	
Ten agents of deterioration?	Periodic copying to new formats	
Disaster plan - <b>seek professional advice</b>	Repair obvious, reversible, like for like	

About me : Family History tutor, speaker & event organiser; Chairman, Yorkshire Group of Family History Societies; Chairman, Guild of One Name Studies Seminar Committee. Member of various FHSs and BALH