



## Priorities For Removal & Packing

When possible, identify any priorities that may be affected. Package these materials first and clearly mark, "Priority" on the outside of the box. We do not always have the content listing available to us upon receiving the boxes, and will not be able to otherwise identify priorities.

From there proceed following these stages:

### **A. ACCORDING TO VALUE**

- Irreplaceable materials
- Monetary value

### **B. ACCORDING TO CONDITION AND MATERIAL**

- Most affected by water
- Affected by mould
- Documents with soluble inks - signatures, ink jet prints, colour imaging, etc.
- Artwork
- Materials printed on coated paper
- Photographs and Negatives
- Leather bindings
- Damp materials
- Dry materials for storage

