

Works on Paper

Conservation of Art and Archival Materials

SALVAGING WET ELECTRONIC MEDIA (excluding computer hard drives)

HELPFUL FACTS ABOUT ELECTRONIC MEDIA

- Electronic media includes numerous formats of magnetic media and optical disks.
- Some tips to prevent damage are:
 - Activate erase lock-out device on cassettes
 - Always rewind tapes
 - Store materials in plastic cases or containers
 - Store cassette cases spine up to shed falling water

SALVAGE PRIORITIES

- Magnetic tapes

WHAT TO EXPECT WHEN ELECTRONIC MEDIA GETS WET

- Mold growth
- CDs/DVDs can easily be scratched
- Labels may be obscured or detach
- Plastic tape cases are not watertight. If there is water on the outside, expect to find water on the inside.

TIPS FOR DRYING ELECTRONIC MEDIA

- Remove paper or cardboard enclosures (retaining any informational text) to help prevent mold growth as the items dry
- **DO NOT FREEZE** magnetic media
- If media has accumulated **WET** mud/debris, rinse in clean water. If the mud/debris is **DRY, DO NOT REWET.**
- Air dry CDs/DVDs by hanging on clothesline with soft string placed through the center hole.
- Air dry 3.5" floppy disks by prying open the cases and removing the disks. **DO NOT** use magnetized tools. The disks can then be hung to dry
- Magnetic tapes have a good rate of recovery if brought to a specialized company soon after the water event. However, tapes should be kept wet if they are being sent to a recovery company ASAP by bagging or wrapping in anti-static plastic and kept in a cool place.
- **DO NOT** attempt to rewind wet/muddy media.