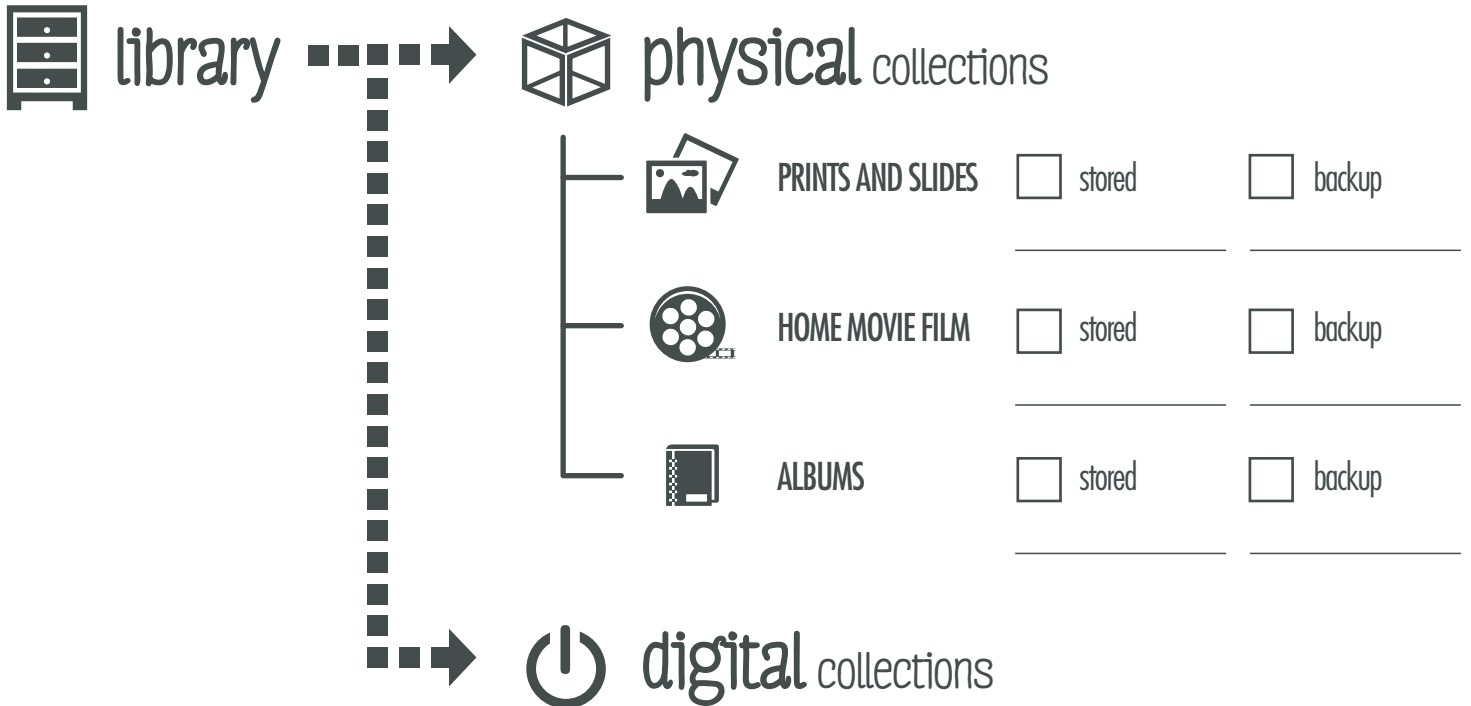


collections safety guide



a simple EVERYDAY approach



SORT

discard the unwanted
a great opportunity to make notes
about stories and details



STORE

in a safe location with a
backup in a remote location



CONVERT

outdated media to a new
format



CHECK

your library at least once
a year and migrate
every few years to a
new storage system

Enjoy!