

# Drying your whānau collections – checklist

Use the Alexander Turnbull Library checklist to help dry water-damaged belongings such as photographs, books, artworks and music collections after a flood.

## Kia tūpato, kia haumarū | Be careful, be safe

Contamination and mould are the biggest risks to us and our collections.

- ALWAYS personal health and safety first — Mask up, glove up
- Find a cool and dry space to air-dry your collection. This will reduce the risk of mould. If no space is available your collections can be bagged and frozen.
- Remember to take photographs for insurance purposes.

## Materials and equipment

- masks (P2), gloves, waterproof clothing
- tables
- paper towels or newsprint paper or blotter
- boxes and containers to carry items
- plastic bags,
- roll of clingfilm
- marker pens and tape
- clean running water
- Nice to have – fans, dehumidifiers

## Rinsing and air-drying

Fans and dehumidifiers will speed up the drying and reduce the risk of mould.

- Take care not to touch the surface of the photo.
- Gently rinse muddy or silt-covered photographs in tap water.
- Use a piece of card or paper to slip under photos and papers to move them – water and silt will have weakened them.
- Do not try to separate photographs or papers that are stuck together – these can be frozen.
- Do not try to remove photos or papers stuck to glass in their frames – these can be frozen.
- Air-dry papers and photographs face up on a table lined with paper.
- Air-dry papers and photographs can be air-dried by rigging up a clothesline.
- Paper and photographs can curl up when drying out – don't worry this can be dealt with later.
- Books that can be stood up can be fanned out on a table to dry.
- Air-dry ONLY for cassette tapes and VHS tapes.

## Freezing

Freezing buys time to deal with things in smaller groups later. Label the packages you freeze.

- Paper, books, and photographs including framed photo portraits can be wrapped and frozen.
- Place small groups of papers, photographs, and books in plastic bags.

Contact — National Preservation Office, 027 560 8601 | [preservation@dia.govt.nz](mailto:preservation@dia.govt.nz)  
[www.natlib.govt.nz/disaster](http://www.natlib.govt.nz/disaster)