

TEN

TIPS

FOR

A CONCISE

THE DESIGNER

GUIDE

TO AVOID

TO ARCHIVING

AN

FOR

ARCHIVE-DISASTER

DESIGNERS





FRAGILE (mirrored on the reverse side)



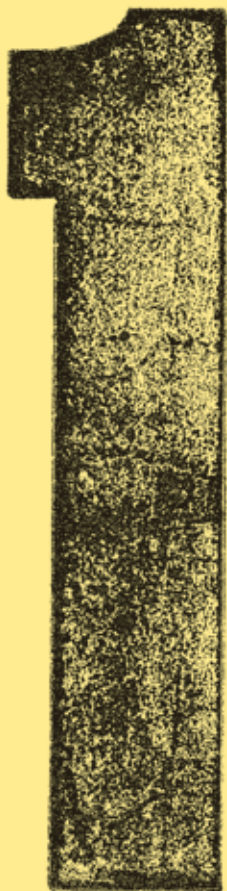
Handwritten label on the crate, possibly containing a date or quantity.

ESTE DOCUMENTO CONTIENE IMÁGENES
QUE PUEDEN INFLUIR EN TU CONCIENCIA.

DO NOT KEEP EVERYTHING.

ARCHIVING IS IDENTIFYING.

Archiving is not the same as keeping. It is about identifying items of lasting value. Consider what can contribute towards a representative overview. This includes not only the pieces that document the design process, but also other material that gives insight into the work (or life) of a designer or a studio.



**KEEP THE PROCESS,
NOT ONLY THE FINAL RESULT.**

Save sketches, preliminary studies, models and prototypes. Also consider retaining documents such as correspondence, invoices, reports and publications. Keep copies of print, digital images and audiovisual media in your archive. A carefully preserved master as well as access copies should be kept. In short, keep anything that provides insight into why something appears as it does, and save it in more than one format.

2

KEEP ITEMS THAT BELONG TOGETHER,
TOGETHER. ARCHIVING IS ORGANIZING.

When organizing, maintain the original order. By doing this, you retain the context of the documents. If your items are out of order, you will soon forget why you wanted to keep them and the items will lose their meaning. Logical organization also makes items easier to find again. You can arrange items by the name of the client, the type of object, the year, etc.



DESCRIBE WHAT YOU HAVE AND WHERE

YOU HAVE IT STORED.

If you do not know what you have or where you kept it, it might as well be lost. By recording this information you ensure others can also find it. For example, document not only the client, the title, the type of object and the year, but also the box, file or tube and where it is stored. Develop a system that is intuitive and will work for both physical and digital files.

4

**KEEP YOUR ARCHIVE IN A SAFE PLACE -
HIGH AND DRY.**

Do not keep your archive in a basement, next to the washing machine, under a leaking roof, in a drafty shed or in any other area where items may be exposed to the elements. Avoid direct sunlight, heavy dust and extreme fluctuation in relative humidity and temperature.

5

steac 16

stadsdrukkerij van amsterdam/verzorging wim crouwel (total design)



Dames en heren!

Allereerst zal ik U

Vorm en tegenvorm.

Enige tijd geleden h

onstel geschreven, v

REMOVE THE ENEMIES.

Most office supplies destroy paper over time. Softeners in plastic sheets tarnish the ink. The acid in cardboard folders and boxes make papers yellow and brittle. Do not use adhesive tape, metal fasteners or rubber bands. Paperclips and staples rust, and most adhesives, including that on Post-its, discolor and leave residue behind. Use care when removing these enemies from your archival material.



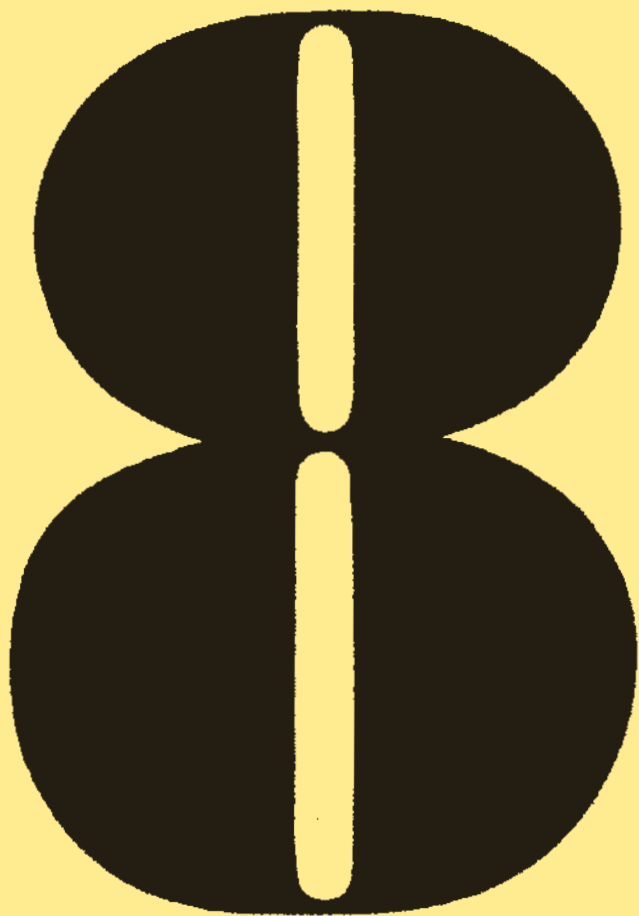
**PROTECT YOUR ARCHIVE FROM MOLD,
ANIMALS AND BUGS.**

Do not be an animal-lover when it comes to conserving your archive. Keep the storage area clean and dry, and do not allow mold, rot, insects, rodents or any pets near your archive. To promote a pest-free environment, keep food and water away from the archive.



**SAFELY HOUSE YOUR ARCHIVES IN SUITABLE BOXES,
FILES, FOLDERS OR TUBES.**

Do not stuff! Avoid putting too much in any box, file, folder or tube. Choose the right container for each kind of material. Buy acid-free and lignin-free boxes and folders, and do not stack the piles too high. And be sure to clearly and consistently indicate on the outside exactly what the contents are inside.



THINK ABOUT LONG-TERM ACCESS.

The sustainability of digital storage is limited. Keep backups on several types of storage to minimize the risk of losing your data. Be mindful of magnetic fields that may wipe the data from the device. Consider remote storage for archival masters and digital backups. Transfer the data to newer storage from time to time.



PREVENT OBSOLESCENCE.

The readability of your digital data depends on a specific combination of equipment and software. At least once a year, check whether the file formats in your digital archive can still be read. If they are in danger of becoming obsolete, migrate the data to a current format or to an archival file format. Media failure is a real threat for machine-readable formats when the technology becomes obsolete. Technology may be discontinued every couple of years.



The Concise guide to archiving for designers is a publication from the Netherlands Archive for Graphic Designers (NAGO), a foundation with the aim to collect, preserve and provide digital acces to the archives of prominent Dutch designers. The archives are published on our web site: www.nago.nl

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IN CONJUNCTION WITH:



the professional association for design

... van 29 aug. '63
...
... jullie broer opge-
... het wel beter
... de Ambassador of Israel
... komen. Fijn! Het
... ruststelling zijn also
... gew. heeft ik, daar
... verwond, vóór! En
... het heel was gemak-
... je eigen comfort
... het heel erg. Het alle
... er sterker en moed

September 10, 1963

... later, Willy de
... ik' wel gezegd dat
... huis heb, maar nice
copy of "L'architecture d'au jour d'hui" reached
kind enough to forward to me. ^{dit} ^{is in dis-}
the architecture of Israel, did held my attention
signer, architecture is closely related to my
... maar
... you especially for your friendly gesture.

... te plagen!
... 20 naar de gewone
very sincerely
... met meer tijd
... maar 1 dag
... reetlike don. 20
... berg wandelingen
... in. Via ergens River

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