

Home Archivist Tool Kit

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The following items should be part of every Home Archivist Tool Kit.

- **Tool Box**

To keep all the home archivist tools in one place so they are easily accessed.



- **Soft #2 Pencils**

The first item to put in your tool box is soft #2 pencils. In the archives, we never use ball point pens on documents or photographs. We always use soft #2 pencils to identify photographs and to source documents.



- **Identi Pen**

If you find that you have a document or photograph that pencil will not write on, you can use a pen called an Identi Pen. It is preferred that pencil is used all the time but there are some cases where pencil will not show up and this Identi Pen can be used.



- **Soft Make-Up Brushes**

Next, you should obtain some soft bristle brushes. These will be used to brush off dust, dirt and other specs of grime that could be inside of books, scrapbooks and on your documents. I recommend getting make-up brushes, they are fairly cheap and work very well.



- **Micro Spatula**

Next, every Home Archivist Tool Kit should have a micro spatula! This tool is used for many jobs in an archive like removing staples. I consider this an essential tool for the home archivist.



- **Gloves**

Gloves! The next item to put in your tool kit is gloves. You can get white cotton gloves or nitrile gloves. These need to be used for handling photographs because the dirt and oils on your hands can damage photographs. There is no need to use gloves when handling documents, nice clean hands will do the trick!



- **Soot and Dirt Cleaning Sponge**

Another must have for the tool kit is a specialized Dry Cleaning Sponge. This sponge can be used to clean dirty or soot covered documents. This sponge could remove some stains and dirty spots on documents and is great to clean up dusty and dirty documents. **CAUTION:** do not use on pencil writing! This sponge will erase the pencil writing.



- **Document Repair Tape**

In the archives, we don't use "tape" on anything. But there is a particular type of repair tape that is acceptable if used sparingly. If you have small tears or rips in your documents, this repair tape is perfectly fine to use. Just be sure to place the tape on the back of the document where there is no writing.

