

# Paper, Ink, Binder

(based on advice from David Staniunas, record archivist, Presbyterian Historical Society)

Keeping text secure requires proper paper, ink, and binder.

## Paper

In order to keep text secure, a good quality of acid-free paper must be used.

**Good:** Acid-free paper is usually ordinary wood-pulp paper imbued with enough chalk to balance its pH. Anything that says “acid-free” is library-standard for printed material. The Presbyterian Historical Society uses acid-free Mohawk Super Fine for in-house documents:

<http://www.mohawkconnects.com/products/paper/mohawk-superfine>

**Better:** Lignin-free paper is made of non-woody plant fibers. These are not imbued with chalk to balance their Ph; they are naturally neutral or alkaline. A typical lignin-free paper is available at PrintFile: <http://www.printfile.com/ubwc8511.aspx>

**Best:** 100% cotton rag is the best quality of paper for conservation purposes. It is used for fine-art prints and is unnecessarily fine for keeping text secure.

## Ink

In order to keep text secure, a good quality of ink must be used.

**Good:** laser toner (desktop printer or copier)

**Better:** soy-based pH-neutral inkjet. Like 100% rag paper, this ink is used for fine-art prints and is unnecessarily fine for keeping text secure.

<p>The best possible scenario for church records is probably to print with laser toner (as a desktop printer or copier does) to lignin-free paper.</p>
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## Binder

In order to keep text secure, a good quality of binder must be used.

**Avoid:** vinyl binders. If you have to use them, make sure a blank cover page is at the front and back, to keep text from transferring or sticking to the vinyl.

**Good:** archival canvas binder