

# Storing maps and charts

## General Information:

Storing maps, plans and charts requires special attention because of their special formats and characteristics. By using the right preventative measures, you can ensure that objects such as maps, layout plans, cadastral (land registry) maps, drawings and planning documents, geographic and topographical maps can be preserved indefinitely in your archive.

## Climate:

- Dry, with a relative humidity between 45 and maximum 55 %
- Keep as much as possible a low and constant temperature below 18°C

## Containers:

- Use flat storage or filing cabinets for flat (horizontal paper) storage with an inside drawer height of around 43 mm
- Hanging file folder systems should not be used
- If hanging file folder systems are already in use, place the maps and charts in cardboard folders for some extra support,
- If plastic covers are used, they should be non-aging materials free of softeners (plasticizers) and indelible (fade-proof).

## Storage:

- Store maps and charts horizontally in flat storage and filing cabinets for flat (horizontal) papers
- Avoid overcrowding documents in drawers to prevent damage
- To avoid rips and tears, don't fold objects, especially for fragile or thick paper, or for painted or already damaged objects
- Store maps and charts together by size, around 10 pieces in each archive-suitable folder
- Rolled up maps and charts should be stored in archive-suitable cardboard tubes with a minimum diameter of 10-15 cm and then placed in appropriated archive

## Signature / Labelling:

- Avoid directly labelling the original
- For making signatures, use a soft pencil, India ink, indelible ink or stamp ink
- Signature labels (e.g. self-adhesive labels) that may be used for archiving purposes can be printed using a laser printer

## Usage:

- Before rolling them out, first check the condition of maps and charts for any damage
- Don't handle large maps and charts alone: Using the hands of more than one person will help with safer handling
- Transport maps or charts only with a cardboard underlay support below or in a folder
- Viewing surfaces must allow enough space, e.g. move tables together or use the flat storage or the horizontal map file box. These will add support and protect the objects from mechanical damage
- Avoid piling several objects on top of each other randomly on a work surface, because it may lead to mechanical damage
- Never use a work surface that's too small; it can lead to damage
- To protect the original maps and charts, avoid making copies of them if possible