

USE CARE WHEN LABELING CD/DVDS

Don't write on your data CDs/DVDs, if you want them to last. A CD/DVD is just a piece of tin foil in between two layers of plastic and not as durable as we think. Use a water-based marker and mark the clear inner hub or circle where there is not data. Do not use a permanent marker, which gives off fumes that can degrade the discs. Pens and pencils put undue pressure on the CD/DVD and can also leave a residue. Using labels also is not advised because they leave a residue. And the label can cause problems when the CD/DVD is in a drive and spinning really fast.

It's best to store discs vertically. Horizontal storage puts undue pressure on the center ring of the CD or DVD.

Source: Chris Erickson, digital preservation officer for Brigham Young University, and the Council on Library and Information Services, Washington, D.C.