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**Microspatula**

**Awl**

**Tweezer**

**Linen thread**

**Beeswax**

**Needles**

**Brushes**

**Some of the basic tools for repairs.**

**Books are made up of signatures. Pamphlets are a single signature.**

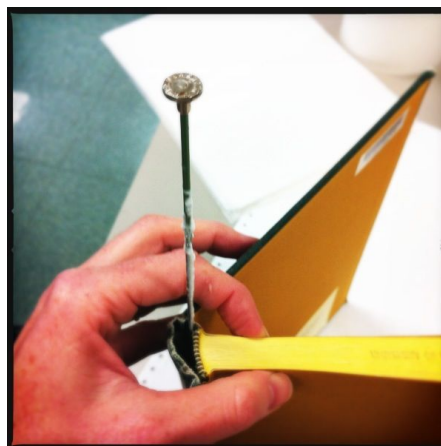
**Key: Don't do anything that is irreversible.**

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**Rare books- 'rare' --- denoting quality not just being scarce.**

**Photographs: archival care and management---(books to look at). Rare books- supports and weights etc. (as in video).**

**Work on fixing hinges, hinge tightening- (next, after leaving to dry, covering hinge repair with paper). Tools for hinge tightening- bone folder, sewing needles and pva. The sewing needle is used to put the glue inside the hinge. After glueing, the book is left to dry while supporting the hinge area with metal edged boards or plain boards and sewing needles.**





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**Paper making process- history---**

**Early paper- was made in China from 105 CE.**

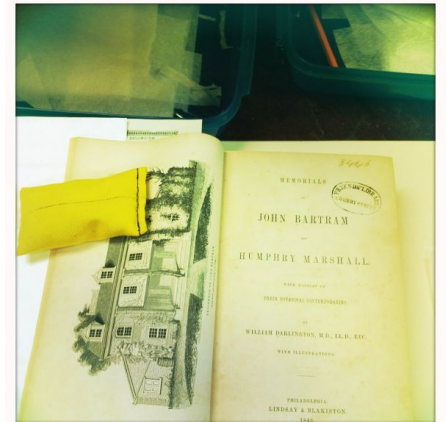
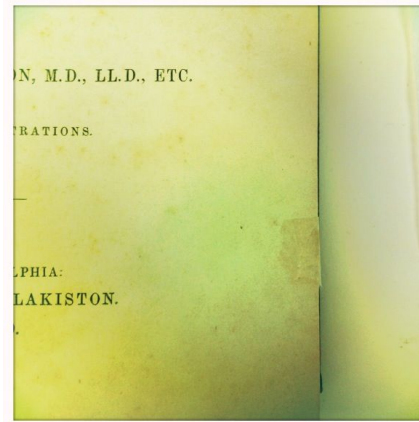
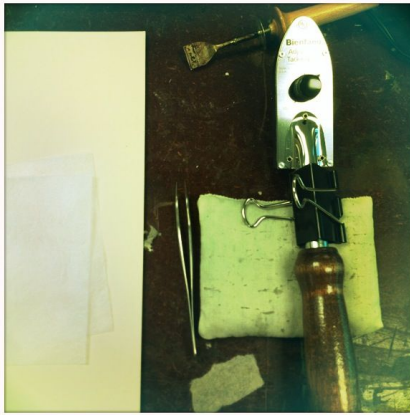
**Quality of paper is determined by various attributes, the water, fibers used, method etc. Buffered, acid- free paper has many uses although generally not good for photographs.**

**Cleaning paper- removing dirt, before putting in water- do a solubility test. Use blotter paper/ q-tips --- Blotter paper is a very important tool.**

**Dry cleaning, brush- paper in place of clips-**

**The history of paper is very interesting. It is amazing that the early papers were mostly really good quality and only in modern times did people make terrible quality paper that deteriorates so quickly. I found it surprising that we could get the maps so much cleaner through dry cleaning alone.**

**We also did heat set mends, using heat set tissue and tacking iron.**



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Humidification chamber for rolled paper- to safely flatten items without damaging them. Before putting anything in the humidification chamber always do a solubility test- colors etc. Humidity relaxes the paper.

'Mylar'- 3 mm [polyester film]  
(encapsulation)

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Modern art, art in public places especially, bring problems of conservation- Mixed media works need special consideration- (art conservation books)

Inherent vice- in paper- problems in paper due to its structure and make up, such as highly acidic papers.

\*(another book on paper)- 'Paper before print- the history and impact of paper in the Islamic world'-

Mylar (5 mm)- over book jackets- rare books- often old jackets with tape, tape needs to be removed.... also putting on paper backing- linings-

Filling in gaps with new paper, filling with pulp- paper cover & pages  
leaf casting-

Paper making- cotton, flax etc. Japanese tissue, long fibers- computers papers, short fibers. Short fibers are easier to work with for leaf casting. What kind of fiber to use and how much to fill the loss---(need to figure out). Pulp- shredded papers, put in blender (with dulled blades) beat the fibers with warm water- need to do calculations to know how much pulp to add to the document- how many square centimeters, what volume of the loss .

2 sheets (finer Reemay paper) Polytex-

paper slurry- make really smooth (can use guar gum or formation aid- helps make smoother paper) Sizing- to help bond.

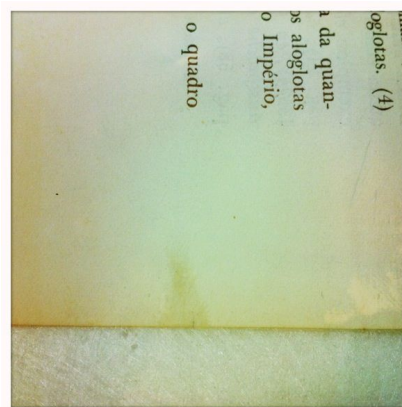
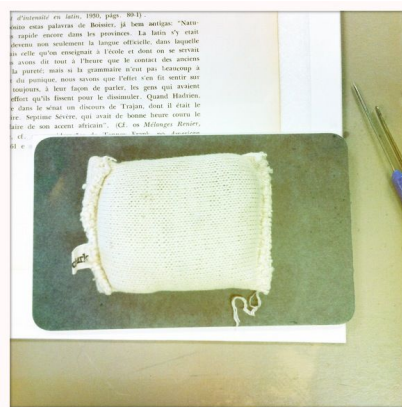
50 mm of slurry- evenly distribute slurry over paper on opening- (leaf caster)- put between two pieces of blotter paper (and release papers). Making paper was fun but the leaf casting was a little difficult and probably takes some practice.

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Review of articles. "Indigenous Methods of Preserving Manuscripts". Preservation of documents is a problems that goes back to ancient times. Many of the modern methods of preservation are toxic and have negative side effects and are also expensive. This article looks at some of the traditional Indian methods of preservation. The basic problems were, as they are now, with light, dust, heat, humidity, and insects.

Turmeric is used to keep away insects. Cloth is dyed with it, makes a yellow cloth. Also wrapping items in silk and putting them in heavy wood chests has been used. Dried ginger can be kept with manuscripts and lemon-grass oil can be coated on leaves to keep away insects. Also mint leaves repel ants and cockroaches. Rice can be used as a desiccant in a post-flood emergency for paper items.

**Common repairs for circulating collections- Work on tip-ins and paper mends. Tools needed for making paper mends: wheat starch paste, tamping brush, paint brush, tweezers, polyester strips, Reemay and blotter paper and Japanese tissue, card stock, also an awl and Pigma pen if drawing an outline for the paper shape.**



**2/28**

**Book binding- (low cost method) wrap in clear case- Mylar wrap-**

**Also pamphlet binder- paper (10 point) simple, low cost-- archival board/ coated pamphlet board.**

**Tuxedo boxes- (four fold flap- can be made with Apollo paper).**

**Pamphlet binder with ties---(inside 3 fold to hold item).**

#415 3-M tape for encapsulation of documents- low cost method- shows tape though. Mylar (polyester film)

Need to determine treatment-

Circulating items- removing tapes, resew- (Tyvek) Mylar cover for book with photo on cover-  
Removing pamphlets from old, acidic cases- Making boxes.

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Can use Filmoplast- (instead of scotch tape- but still uncertain-) only for circulating collections, to mend torn pages.

Perma Dur paper/ cream color  
Apollo paper-

Condition reports- to determine treatment etc. and for loans, exhibitions, sending out and receiving materials. Don't use 'overall condition' - it doesn't tell you anything.

3/13

Information on Preservation week.

Message level: positive, interactive, inclusive, no jargon, personal, visual impact,

Format: Facebook/ twitter/ maybe Flickr--- comics in page

Take-a-ways---coasters. (QR codes to link to site)

Themes: personal impact, responsible handling/ borrowing, Hawaii/ local- environmental.

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**Photographs-** photographs from Sinclair--- 'The Far East' journal - have photos in them- hand tinted, albumen photos. Saving the issues- the photo/ object themselves are historically important.

**Putting photos in sleeves into an album (Gandhi album).**

**Black paper album, newspaper clippings-** important- put whole thing in box.

**Sticky page albums** are very bad for photo storage- the glue's are bad.

**Problems in albums-** some depending on film used- color changes.

**Nitrate negatives** are very dangerous and illegal to keep in your house. They require special storage conditions. **Negatives-** separating emulsion- can turn yellow- spots from chemical residue from processing. **Slides-** use safety store pages, these give slides room.

**Other particular problems** with specific types of photos/materials, Polaroids, Fiber paper,

**Plastic resin coated paper.**

**Frames with acidic backing papers-** bad frames etc. need to remove photographs from the frames. Some tools needed are wire cutters, awl, pliers, spatula, and screwdrivers. Getting the photo out of the frame was very difficult. The backing was put on with sharp metal spikes.

**4/3**

**Disaster planning-**

**Disaster plan written out-** put as pocket response plan- info for who's in charge of what when disaster happens--- with email, phone numbers etc. **Recovery services-** info for companies, conservators, freezer storage etc. pre qualified, facilities and state and local people-with contact numbers. (back side) list of what to do- list of what to do and your own role- what your obligations are--- local fire dept. should have basic map of library/ facility --- where collections are located- for priorities.



**After first responders--- recovery etc. for different jobs, need to document everything- take photos and notes on state etc. (information gathering- visual assessment) Make notes of damage and decide on what are the priority items.**

**Items should be already collected for disaster response- newspapers, buckets, clothes pins, items for leaks/ floods etc, and put in a designated place like a storage closet.**

**Disaster plan- folded to size of credit card- keep one on bag put others in many places, Tyvek case for plan- (credit card size holder). Expanded info- for kit- library floor plans, list of collections by floor- sign in/time sheets. Vulnerability assessment- where collections are located- areas of potential damage- (can use for budgeting- to get more money for those particular area to prevent damage).**

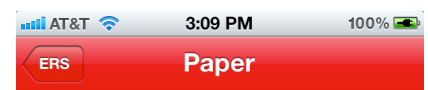
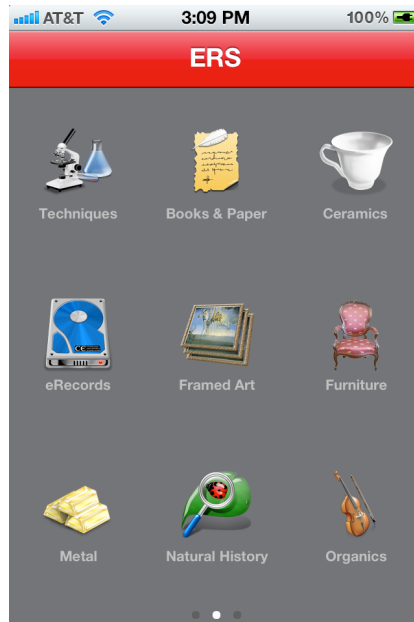
**Majority of cultural institutions do not currently have disaster plans in place.**

**Wet books- coated, uncoated papers- Triage for water damaged books-- (assessment) and salvaging. We worked on what to do if books, photographs and other paper materials get wet. Photographs should be carefully taken apart from each other and hung to dry. Books can be set up and interleaved with blotter paper.**





See information wheel- National Endowment for the Humanities (National Task Force on Emergency Response)- emergency response and salvage wheel ---Emergency response action steps- documentation, salvage priorities, etc. (one side) -(other side) list of actions for particular items, photographs, textiles, books and paper, etc. I downloaded the ERS app based on the Emergency Response and Salvage Wheel- This is what it looks like:



#### Books

1. If rinsing is necessary, hold book closed.
2. *Partially wet or damp*
  - Stand on top or bottom edge with covers opened to 90-degree angle.
  - Air dry.
3. *Very wet*
  - Lay flat on clean surface.
  - Interleave less than 20% of book with absorbent material.
  - Replace interleaving when damp.
4. If too many books to air dry in 48 hours
  - Wrap in freezer or waxed paper.
  - Pack spine down in sturdy containers.
  - Freeze.

#### Paper

1. Air dry flat as individual sheets or small

The third photo is what comes up after clicking on 'books and paper' from the second page. I think this could be a very useful app.

Disaster response kit (in rubber garbage container- materials not to be used for other purposes) tarps, etc all likely supplies needed- mark and put away with signs- collapsible plastic bins- to collect wet books, materials, duct tape, respirators, pre-cut Reemay, blotter paper, screens, tarps, dehumidifiers, newsprint- (disaster response supplies- closet).

4/10

Preservation week update- meet with other group.

Exhibits-

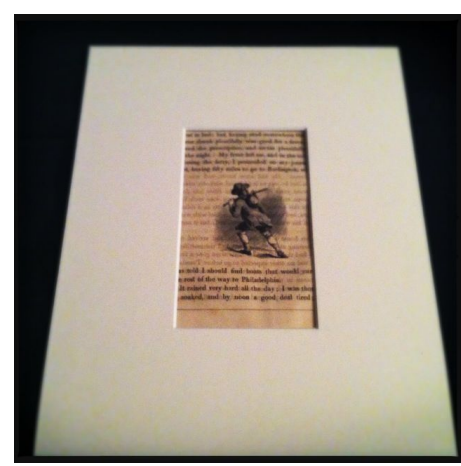
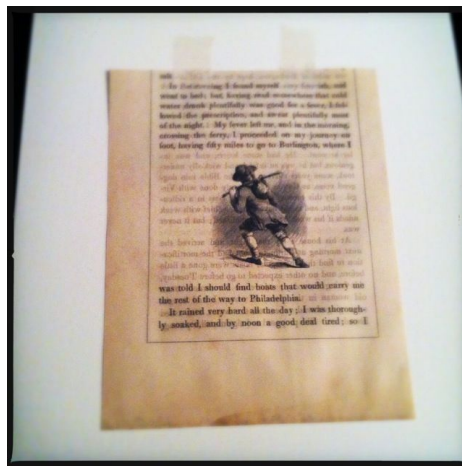
Hinging, mats-

You want something under mat board when cutting. Smoother side goes up. Placing- line up pieces, put on archival linen tape to attach. Handle mat only by edges- check how it looks through window- attach item with Japanese tissue hinges- choose color lighter than item- only paste on edge of tissue, placing on back of item- use Reemay and use blotter where glued- place card stock over and weights.

Book cradles- benchmark adjustable book cradles- in various sizes--ones for displaying flat and ones to display at an angle- also use Mylar strips with this to hold pages.

(Huntington Library- rare book visit- make appointment)

(back to mats)- Turn over tissue pieces with spatula- put blotter under and paste underneath and smooth down, use Reemay and tamp- then do other piece.



(4/17)

Exhibits- inspecting items for damage etc. prior to digitization (for on-line exhibition) may need some conservation work. Condition Reports- to fill out for each item- items to be mounted. determine medium etc. describe each section- ur (upper right) ll (lower left) etc. See copy of 'condition report' and handout.

Continuing with work on rebinding the book and presenting Preservation Week projects.



Left: finished re-bound book.

Below: two ALA Preservation Week Group Project comics.

