

Quick Preservation Tips

Environment

- Cool: Preferably no more than 65° Fahrenheit
- Dry: Preferably somewhere between 30 – 50% relative humidity
- Stable: Temperature: Should not fluctuate more than 2°
Relative humidity: Should not fluctuate more than 3%
- Dark: Block UV and infrared light with UV filters
Block sunlight with drapes, shades, or blinds
Use protective acid-free, lignin-free enclosures
Put light switches on timers
If possible, display facsimiles in lieu of originals
If displaying rare bound volumes, turn pages every week to minimize damage
- Clean: Keep food and beverages away from collections – they invite infestations and accidents
Periodic cleaning will extend collection life, but use care to avoid damage
Wash and thoroughly dry hands before handling materials.
Be sure to wear gloves when handling photographic materials:
 - Gloves should be clean and lint-free
 - Use latex or nitrile gloves when handling glass plate negatives

Resources

- www.nedcc.org/resources/leaflets/2The_Environment/06LowCostNoCost.php
- www.nedcc.org/resources/leaflets/4Storage_and_Handling/03CleaningBooksAndShelves.php
- www.niso.org/publications/tr/tr01.pdf “Environmental Guidelines for the Storage of Paper Records”

Tools to Monitor the Environment

- Temperature and Relative Humidity: Consider investing in dataloggers (e.g., HOBO® or PEM2™)
- Light: Try textile fading cards (aka blue wool cards or blue scales) or a 35 mm SLR camera

Resources

- www.nedcc.org/resources/leaflets/2The_Environment/02TemperatureAndHumidity.php
- www.onsetcomp.com (for HOBO® monitors)
- www.pemdata.com/faq.asp
- www.nedcc.org/resources/leaflets/2The_Environment/04ProtectionFromLight.php

Shelves

- Size:** Shelves should be deep enough to fully support the depth of books shelved on them
Do not shelve oversized volumes with volumes of smaller dimensions
Designate separate areas of shelving for oversized volumes and folio materials
- Material:** Avoid materials that off-gas
Potential for problems with:
Wood (especially oak)
Plywood
Particleboard
Baked enamel (especially white)

Resources

www.nedcc.org/resources/leaflets/4Storage_and_Handling/02StorageFurniture.php

Be Prepared!

- Have a written disaster plan in place – who, what, where, when, and how
Consider taking the 2-part WESTPAS workshop, “Protecting Library & Archive Collections: Disaster Preparedness, Response & Recovery” (www.westpas.org/courses.html)
Attend an Alliance for Response Forum (www.heritagepreservation.org/AfR)
- Make friends with your local first responders and provide your fire department with floor plans of your facility that clearly delineate priority collections for protection and salvage

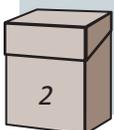
Resources

www.conservation-us.org/index.cfm?fuseaction=page.viewPage&pageID=593
www.lib.washington.edu/preservation/disaster.html

Copies

From best option to option of last resort:

- 1) Make printouts from digital copies
- 2) Use facsimiles instead of originals
- 3) Scan originals, using spine-friendly equipment (i.e., equipped with cradle)
- 4) Using copy stand with camera mount, take a photograph (no flash), using only natural light for illumination and using a book cradle to support the book
- 5) Make a photocopy (if permitted), using a copier with spine-friendly design (e.g., Binder Minder - www.binderminder.com)



Displays

Follow above guidelines regarding environmental conditions

If possible, use facsimiles in lieu of originals

Display books in book cradles, but be sure to turn pages weekly to minimize light damage

Cradles allow items to be kept open with minimal stress on the binding

Book snakes or Melinex®516 straps can be used to keep the book open

Resources

Build your own book cradles:

www.nps.gov/history/museum/publications/conservation/18-01.pdf

www.cool.conservation-us.org/coolaic/sg/bpg/annual/v04/bp04-01.html

Make your own book snakes:

www.libraries.ucsd.edu/preservation/psnake.html

Care And Repair (What To Avoid)

Leather Dressing

Although past practice was to use a leather dressing on deteriorating bindings, this is no longer recommended. Leather dressings can:

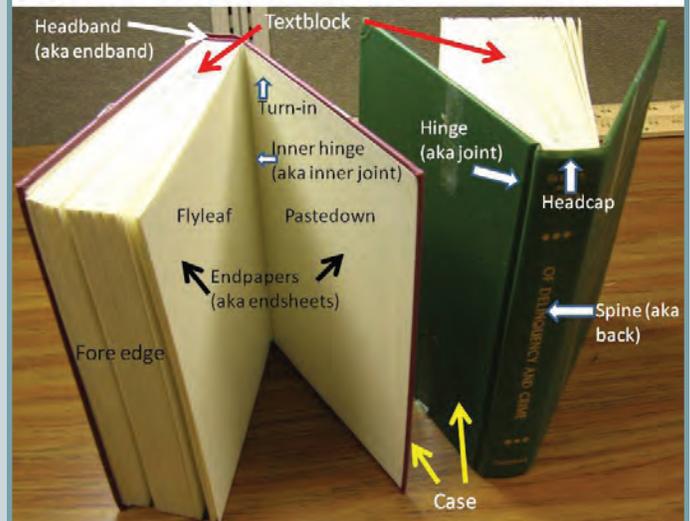
- Cause leather to dry out
- Result in uneven staining
- Darken leather
- Cause leather to stiffen
- Leave a sticky residue that attracts dust
- Stain the pages through migration

Office Supplies

Never, ever use any of the following on materials you care about:

- Paper clips
- Binder clips
- Staples
- String
- Rubber bands
- Tape
- Non-PVA (polyvinyl acetate) glue, rubber cement, airplane glue
- Removable notes (aka "yellow stickies")
- Construction paper and cardboard
- Report covers and PVC (polyvinylchloride) enclosures

PARTS OF A BOOK



Do No Harm!

If in doubt, call a conservator!

Find a conservator at www.conservation-us.org

Wrong Way



Books not properly supported and crammed on shelves can be damaged.

Right Way



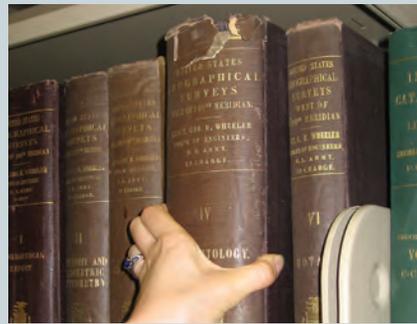
Bookends of sufficient size and strength provide proper support; books have room to “breathe.”

Wrong Way



Pulling on head cap damages the spine.

Right Way



Pushing back surrounding books and grasping the desired volume on either side of its spine prevents damage.

Wrong Way



Shelving on fore edges is damaging; gravity pulls on the text block, separating it from the book's case, causing distortion and loose or broken hinges.

Right Way



Adjust the height of shelves for taller books. If this is not practical, shelve taller books on their spines to prevent damage.

Wrong Way



How to damage folios: too many books; larger volumes resting on top of smaller.

Right Way



Prevent damage: No more than 3 volumes (or 4 if a few are thin); arrange from largest on bottom to smallest on top.

Wrong Way



Never use twine to keep materials, such as newspapers and journals, together. It slices and dices collections!

Right Way



Instead of twine, place materials into acid-free, lignin-free enclosures such as portfolio binders or phase boxes.

Wrong Way



What to do with those leather bindings? Do not use leather dressing. Instead, place into a protective enclosure such as a phase box.

Right Way



Acid-free, lignin-free custom fitted phase boxes protect against physical abrasion and minimize fluctuations in temperature and relative humidity.

Wrong Way



Using a protective enclosure that is too large for the item it is meant to protect can cause damage.

Right Way



Custom enclosures are available in a range of materials, some surprisingly affordable. They will provide a healthy environment for materials if they are acid and lignin free.

Wrong Way



Using a protective enclosure that is too small for the item can cause damage. In addition, putting a brittle or torn item into an envelope can invite additional damage.

Right Way



This portfolio binder has a larger spine than the envelope binder, thus accommodating the depth of the item to be enclosed, preventing physical damage.

Perfect Binding



Obtain a replacement copy from the publisher or have rebound (double-fan adhesive method) by a member of the Library Binding Institute (LBI).

NISO Standards

National Information Standards Organization (NISO) has several standards related to preservation. Visit NISO's Standards site at www.niso.org/kst/reports/standards and search "Designation" using the following designation numbers:

- Z39.48 Standards for permanence of paper
 - Z39.77 Guidelines for preservation products
 - Z39.78 Standards for library binding
 - Z39.79 Environmental conditions for exhibits
- "View Details" and scroll down to open the "Final Document." There is no charge to view the standards online.

What should I do with a...

Rare, non-brittle book

If funds are available, have it restored by a book conservator.
If not, protect it with a phase box or drop spine (aka clamshell) box.



Rare, brittle book

If it is unique, explore the possibility of capturing the information by scanning or microfilming. Use a book cradle!
If possible, offer a digital or facsimile copy for use in place of the original.
Put the original into an acid-free, buffered phase or drop spine box.



Brittle rare journal or pamphlet

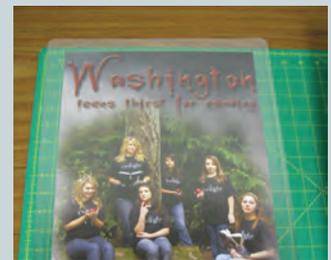
Explore the possibility of scanning or microfilming if the item is unique. Use a book cradle!
Put the original into an acid-free, buffered portfolio binder.



Flat file (e.g., map, broadside, sheet music), especially larger items

Encapsulate in Melinex® 516 (Mylar).
If surface cleaning is needed, consult with a professional conservator.

- Protects items that are handled frequently
- Cost can be somewhat expensive



Flat file (e.g., map, broadside, sheet music), especially smaller items

Put into acid-free, lignin-free buffered (usually calcium carbonate 3%) portfolio binder

- Good for infrequently handled materials
- Boards provide additional physical protection
- Less expensive than encapsulation



Blueprint, cyanotype, or other alkaline-sensitive material

Put into acid-free, lignin-free unbuffered enclosure



Additional Information On Collection Care:

American Institute for Conservation of Historic & Artistic Works (AIC)

www.conservation-us.org

“Conservation Kitchen” (from the Washington State Library)

“Conservation Kitchen: Basic Tools for Any Preservation Recipe”

www.opal-online.org/GPO20080520/ (streaming audio with slides and text chat)

“Conservation Kitchen Returns: Wraps, Jackets, and Boxed Treats”

www.opal-online.org/GPO20090528/ (streaming audio with slides and text chat)

“The Conservation Kitchen – Video Presentations and Handouts”

www.sos.wa.gov/library/conservation_kitchen.aspx

Cornell University

www.library.cornell.edu/preservation/publications/PreservingBooks.pdf

Dartmouth University

www.dartmouth.edu/~library/preservation/repair/index.html

Image Permanence Institute

www.climatenotebook.org/games/StoredAlive.html

Library of Congress

www.loc.gov/preserv

National Archives

www.archives.gov/preservation/family-archives

National Park Service “Conserve O Grams”

www.nps.gov/history/museum/publications/consveogram/cons_toc.html

Northeast Document Conservation Center (NEDCC)

www.nedcc.org/resources/leaflets.list.php

University of Washington (Preservation)

www.lib.washington.edu/preservation/

Washington State Library (Preservation Links)

www.sos.wa.gov/library/libraries/c2c/resources.aspx

Questions?

E-mail me at:

diane.hutchins@sos.wa.gov



WASHINGTON STATE LIBRARY



Washington
Secretary of State
SAM REED

January 2011