



Archival Conservation Basics

Collection Surveys
and Basic Preservation Steps

Collection Surveys...

- Help you assess the needs of your collection
- Provide data that can be used when creating projects
- Familiarize the surveyor with the scope and condition of the collection
- Assist in comparing your collection's storage and housing with recommended standards
- Identify items that are treatment priorities

Planning a Collection Survey

- A successful collection survey will need careful planning
- Determine the purpose of the survey
- Determine the scope of the survey
- Create a survey form
- Estimate the time it will take
- Remember: collection surveys are short-term projects that will usually disrupt normal operations.

Creating Collection Survey Forms

- What goes on the form is determined by the purpose of the survey.
- The form helps make sure you are assessing the same criteria at the beginning of the project as you are at the end.
- Since each collection survey and institution is different, it is easiest to make your own form instead of trying to find one that meets your needs.

<u>1. Item no longer usable</u>	<u>Treatment needed</u>
a. Paper disintegrates if handled	Replace or
b. Paper contains lignin	Reproduce
c. Item needs major/minor repair	
d. Item is mutilated	
<u>2. Item usable for limited period if carefully handled</u>	
a. Paper bad but still intact	Replace or
b. Paper moderately good but not permanent	Reproduce or
c. Paper contains lignin	Minor repair only
d. Paper in need of major/minor repair	
e. Binding needs major/minor repair	
f. Poor quality binding	
g. Item is mutilated	
<u>3. Item is now in good condition but not of permanent quality</u>	
a. Good quality paper	Repair or
b. Fair quality paper	Replace in future
c. Paper contains lignin	
d. Binding needs major/minor repair	
e. Poor quality binding f. Item is mutilated	
<u>4. Item is usable for indefinite period if repaired</u>	
a. Excellent paper	Repair
b. Sturdy binding	
c. Binding needs major/minor repair	
d. Poor quality binding but will hold	
<u>5. Item usable for a long time, excellent paper, good binding</u>	
a. Mutilated	Repair mutilation
<u>6. Poor quality or improper storage container</u>	Replace

- Form with different criteria for different levels of deterioration

Survey Form

- | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Note call number
Bar code
Note shelf
Year of publication
Place of publication</p> | <p>5. Is enclosure satisfactory?
Yes/No</p> | <p>12. Mutilation and Patron Damage
Yes/No</p> |
| <p>2. Is this volume shelved correctly?
Shelved in wrong location
Not shelved straight
Shelved on spine
Shelved on fore-edge
Shelved too tightly</p> | <p>6. Is there a dust jacket?
Yes/No</p> | <p>13. Rate the following as none, mild-moderate, extreme:
Pencil
Ink
Highlighter
Paper clips
Dog-ears
Post-it notes
Bookmarks and other paper
Pages torn or removed
Animal damage
Food or drink stains
Adhesive
Other
If other, please specify</p> |
| <p>3. Leaf Attachment
Double-fan adhesive
Perfect
Sewn through folds
Oversewn
Spiral
Stapled
Saddle stitched
Other
Other type of leaf attachment</p> <p><i>Type of Volume</i>
Monograph
Part of multivolume set
Periodical
Other
Other type of volume</p> <p><i>Type of Binding</i>
Published hardback
Publisher paperback
Pamphlet
Other
Other type of binding</p> | <p>7. Mylar cover?
Yes/No</p> <p>8. Condition of dust jacket
Good
Fair
Poor</p> <p>9. Condition of Binding and Text
Block
<i>Check all that apply:</i>
Broken text block
Detached or missing covers(s)
Red-rot leather
Torn spine
Loose hinge(s)
Damaged cover(s)
Missing pages (not mutilation)
Damaged pages (not mutilation)
Loose pages
Torn end sheets
Loose cover (s)
Warped
No Damage</p> | <p>14. Gutter Margin Width
1/4 inch or wider
Less than 1/4 inch</p> <p>15. Previous Treatments
Spine replacement
Tip-in
Hinge-tightening
Page mends
End sheet replacement
Pages photocopied
Binding
Photocopied/reformatted
Enclosure made
No previous treatment</p> |
| <p>4. Is volume in a protective enclosure?
Yes/No</p> | <p>10. Environmental Damage
Yes/No</p> <p>11. Rate the following as none, mild-moderate, extreme:
Mold
UV
Dust
Insect
Water
Other
If other, please specify</p> | <p>16. Treatment Recommendation
Box
Pam binder with envelope
Send to conservator
Mylar book jacket cover
Does not need treatment</p> <p>17. Additional Comments</p> |

- Detailed survey for a rare books collection

Preservation Evaluation - Manuscript Collections

Evaluated By:	CAGE Number:	Date Reviewed:
Listed Manuscript Priority:	Preservation Priority: ___ 1-Highest ___ 2-High ___ 3-Medium ___ 4-Low ___ 5-Lowest	
Number of Items/Volumes/Boxes:		

Needs:	Yes	No	Comments
Boxes, Folders Replaced			
Contents Redistributed			
Spacers Needed			
Vacuum: Dirty Contents			
Vacuum: Mold ___ Severe ___ Moderate ___ Minor			
Preservation Photocopies			
Preservation Scans			
Interleaving			
Previous/Damaging Mends			
Tape/Adhesive Removal			
Humidification/Flattening			
Paper Mends (Japanese Tissue)			
Encapsulation			
Custom Enclosure			
Frame/Mat Removal			

General Notes:	
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Conducting a Collection Survey

- One person: break it up into pieces, write up a summary after each piece
- Multiple people: make sure the instructions for filling out the survey form are clear so that there are uniform results
- This is not the time to be working on the collection. Once the survey is complete, you can make a plan for carrying out the recommendations of the survey results.

Collection Survey Results

- Once the survey is complete, the information collected needs to be assessed.
- How do the survey results help answer questions you had when you started?
- How well did the survey serve its purpose?
- What action should be taken in response to the survey?
- What are the priorities of your recommended actions?

Collection Survey Activity

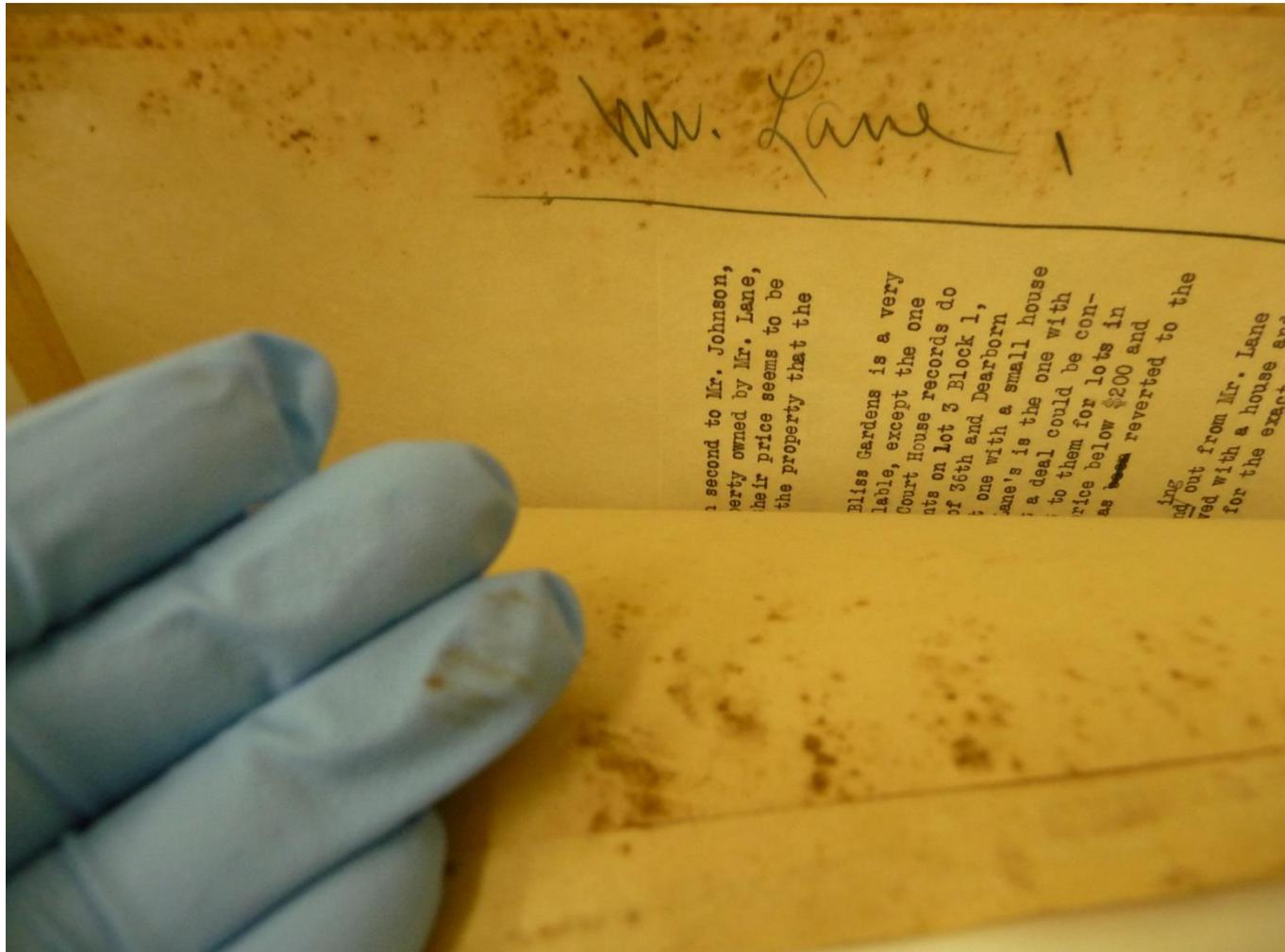
- Scenario: You work for a small institution, and you would like to assess the general preservation needs of your collection. Please survey your box of materials with the provided survey form.
- Results: Use the back of your survey form to write a report of your survey. Remember to include recommendations and priorities for action.

Break

**Basic Steps to deal with issues
you may have discovered in the
collection survey**

Mold

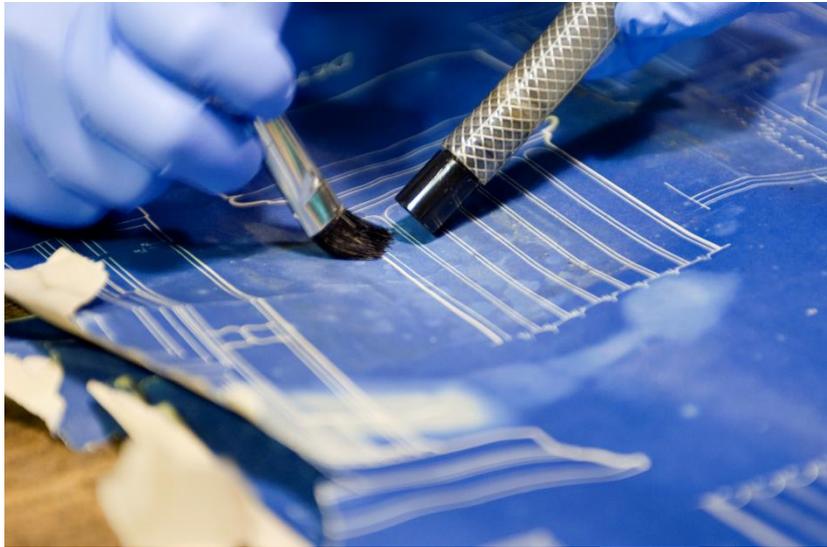
- Make sure it's not because of the storage conditions, like water leaks or temperature and humidity spikes
- Before the mold can be removed, it must be dry and powdery
- Remove with a vacuum or a brush outdoors on a dry day



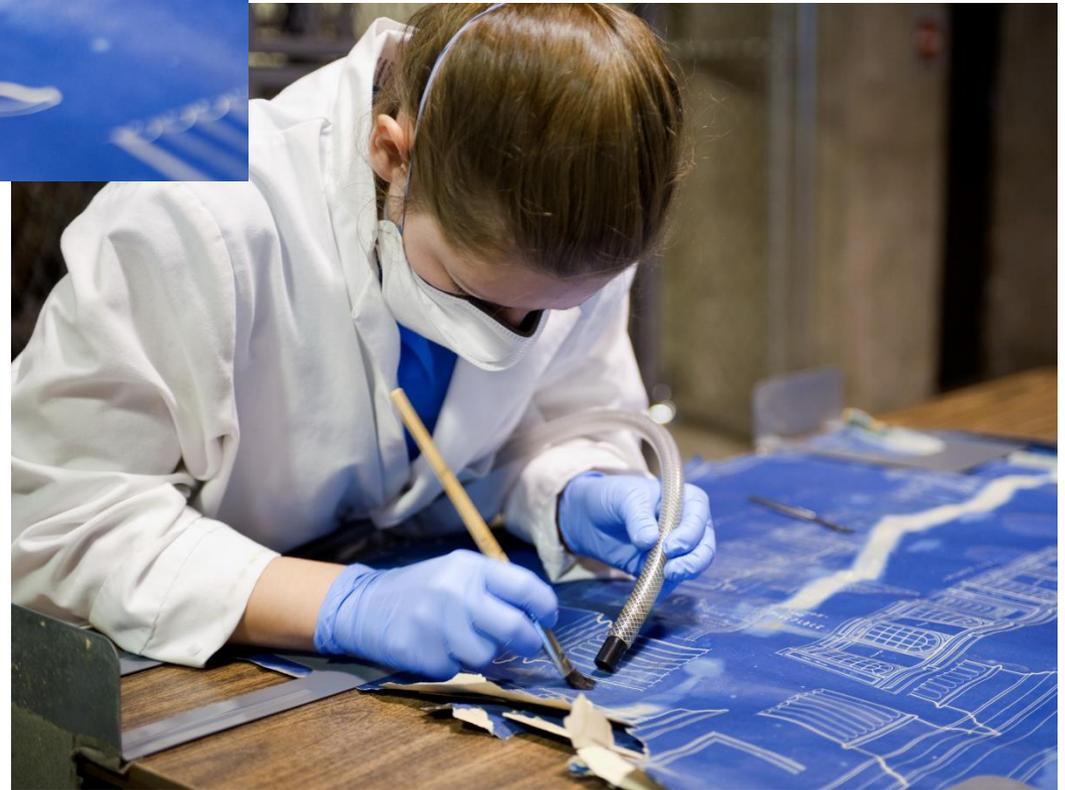
- Mold in a collection. Note the powder coming off on the gloves.



- Cleaning mold in the loading dock.



- Brushing and vacuuming away mold



Mold

- You may want to consider discarding the covers of books with severe mold.
- If there is ever a water disaster or temperature spike in your storage area, you will want to check all items that have ever had mold in case it comes back.
- Seal moldy items you are discarding in plastic so they do not infect the rest of the collection on their way out.



- Moldy items sealed for disposal.

Encapsulation

- Good for items that are fragile and heavily used.
- Do not use with anything that has pencil, charcoal, pastels, or other media that may lift and shift with the static charge in the polyester film.

Polyester Film

- Polyester film is inert, so it will not harm documents.
- The DuPont brand name is Mylar, which is a term often used interchangeably with polyester film.
- Sheets, sleeves, folders, and rolls of polyester film can be found in most archival supply catalogs.

Encapsulation Activity

- Mylar sleeves are sold in standard photo and paper sizes, but custom enclosures are needed for anything that is an unusual size.

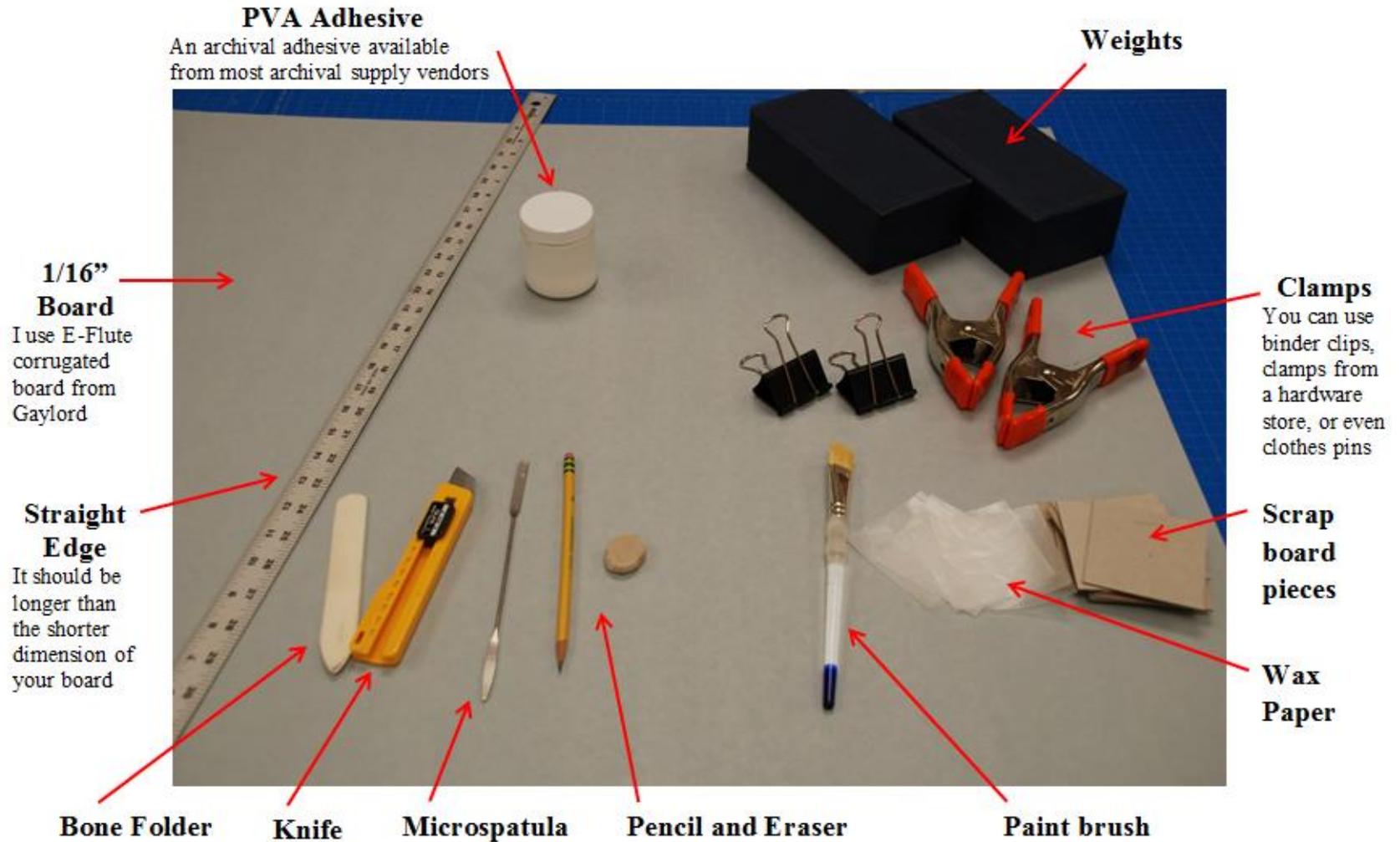
Large Custom Boxes

- Large, unusually sized books like scrapbooks often need custom boxes.
- Boxes protect books from dust and fluctuations in temperature and humidity while they are sitting on the shelf.
- Boxes help enclose any loose items that come off of a book.
- Boxes allow you to stack books without putting too much pressure on the books at the bottom of the stack.



- Scrapbook in a standard sized box

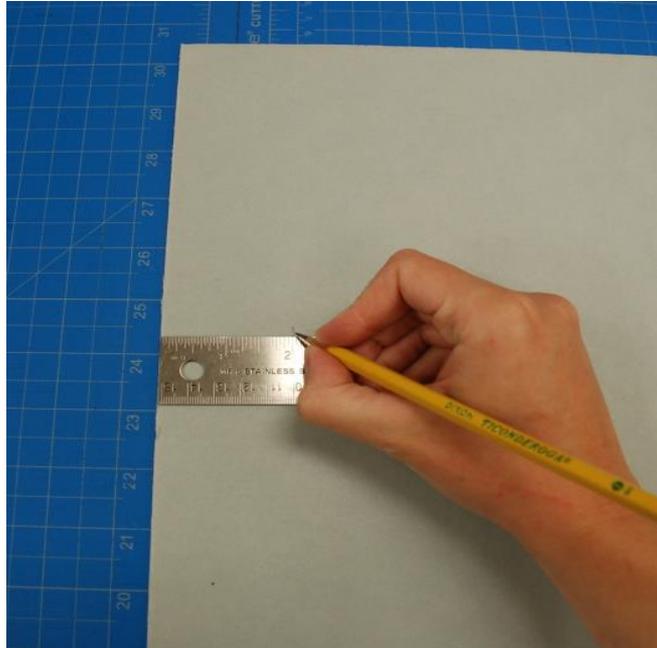
Box Supplies





Find the thickest part of your book, and measure that thickness.

From one of the shorter edges of the board, make a fold that is one book thickness from the edge.



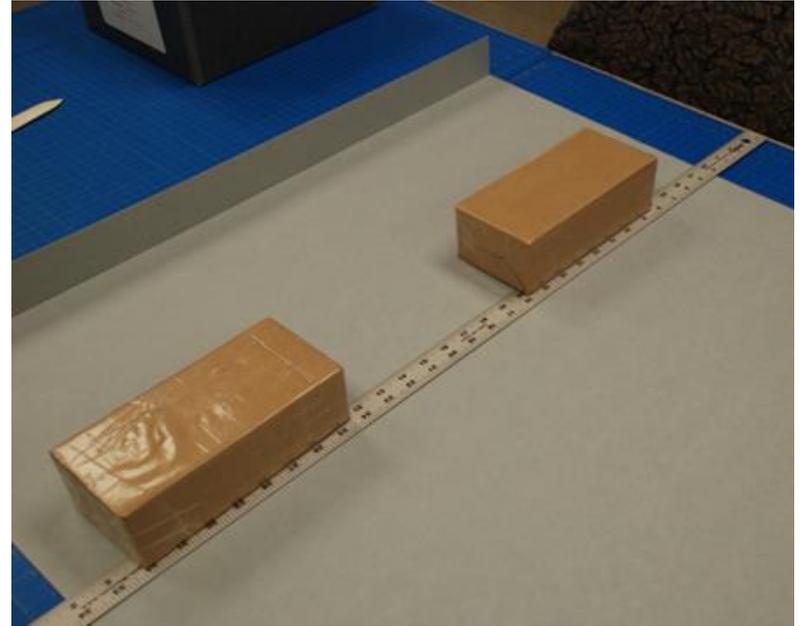
← Mark the measurement

Score the line where you'll make the fold with a bone folder

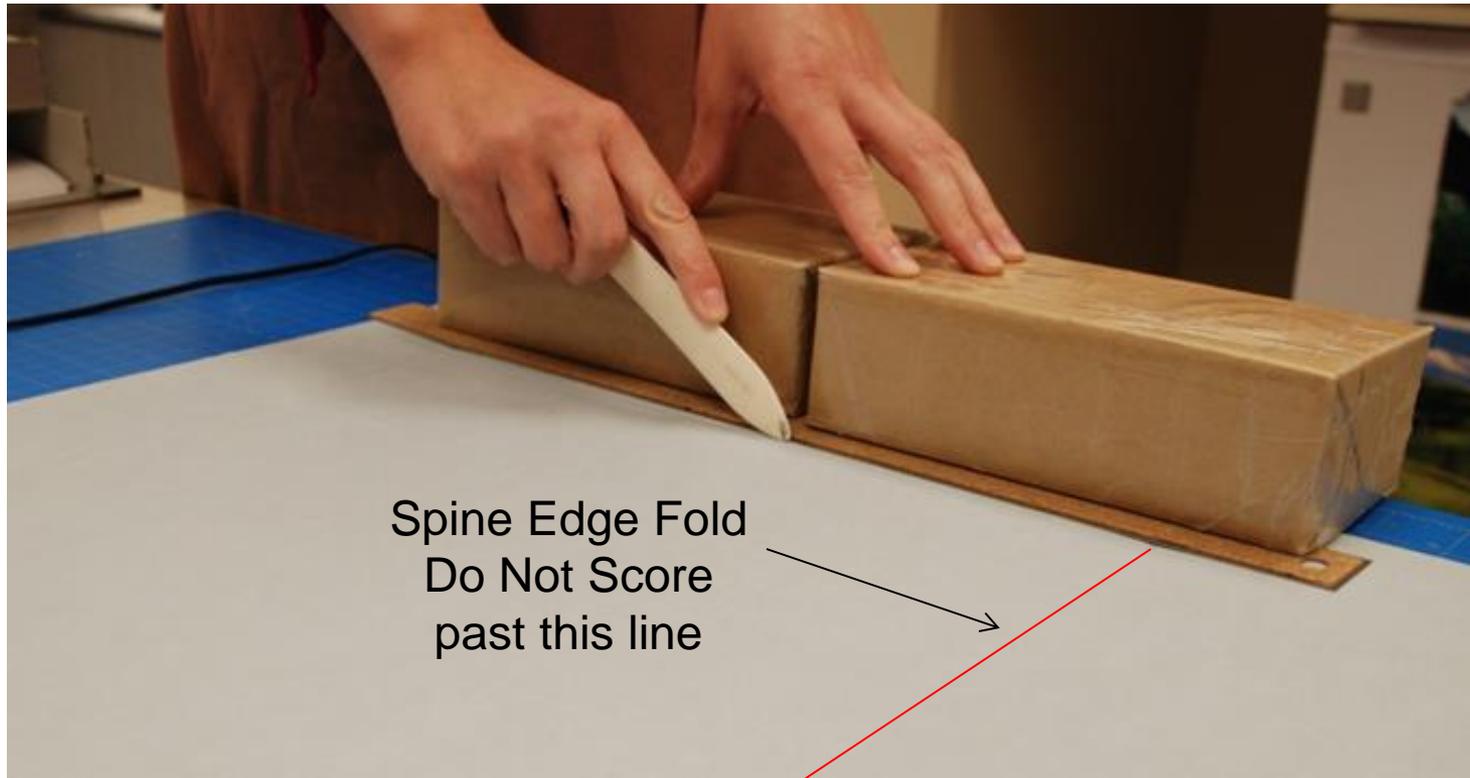




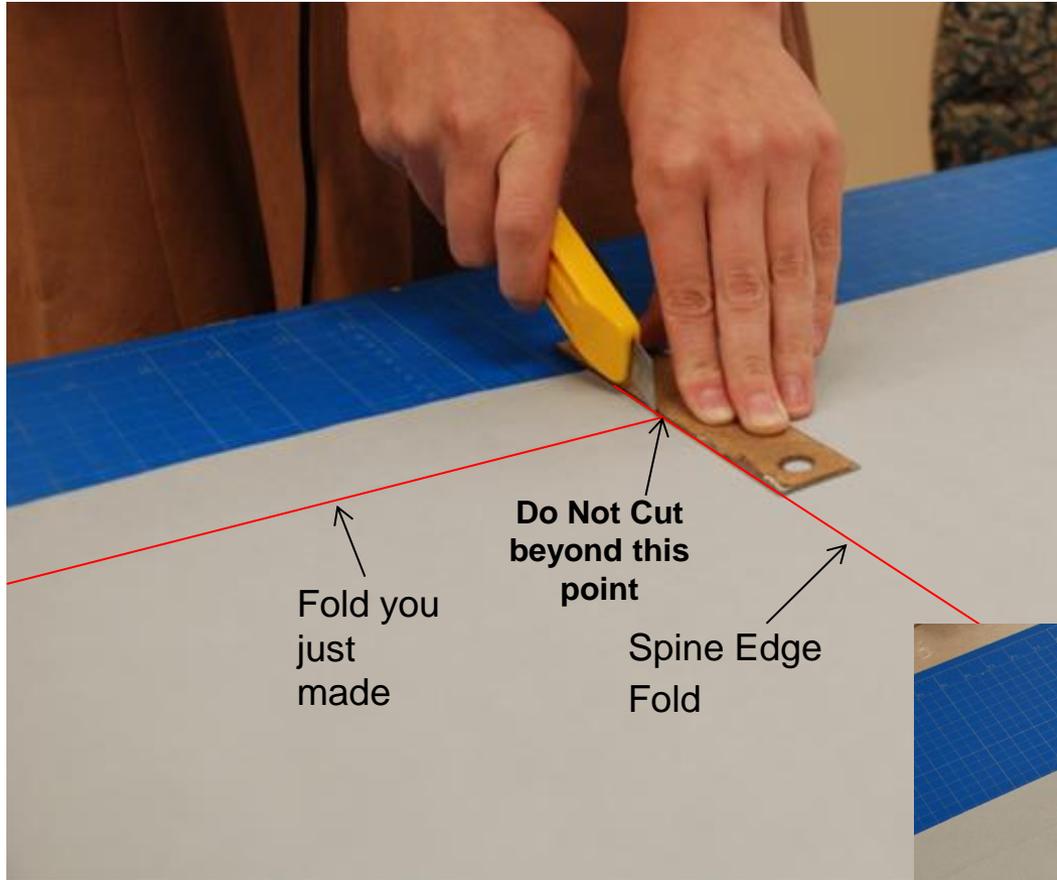
Fold the flap you just made up to 90 degrees. Set the book on the board with its front edge butting up against this flap.



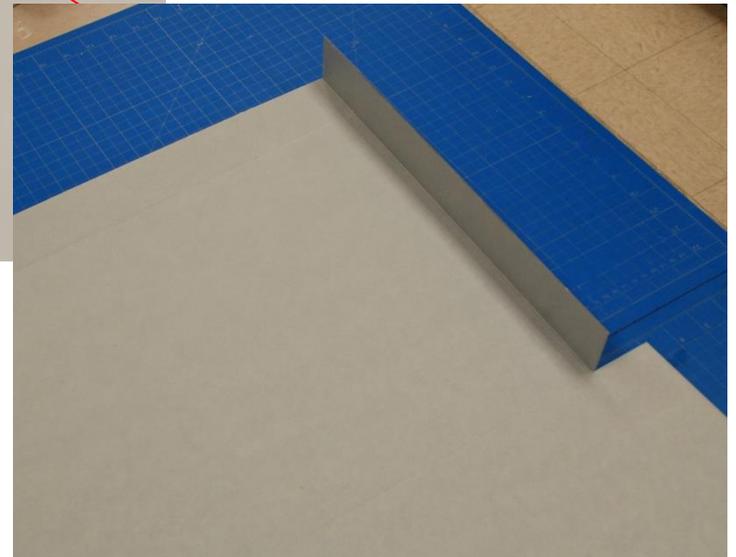
Make a fold on the board at the spine edge of the book



Make a fold that is one book thickness from the bottom edge of the board, just between the spine edge fold and the front edge of the board.

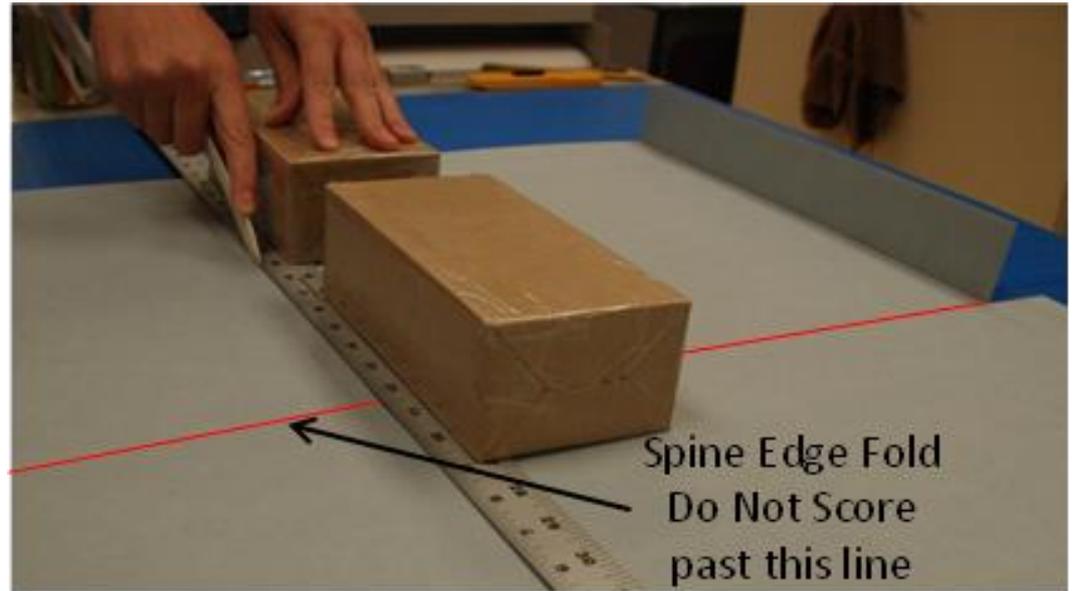


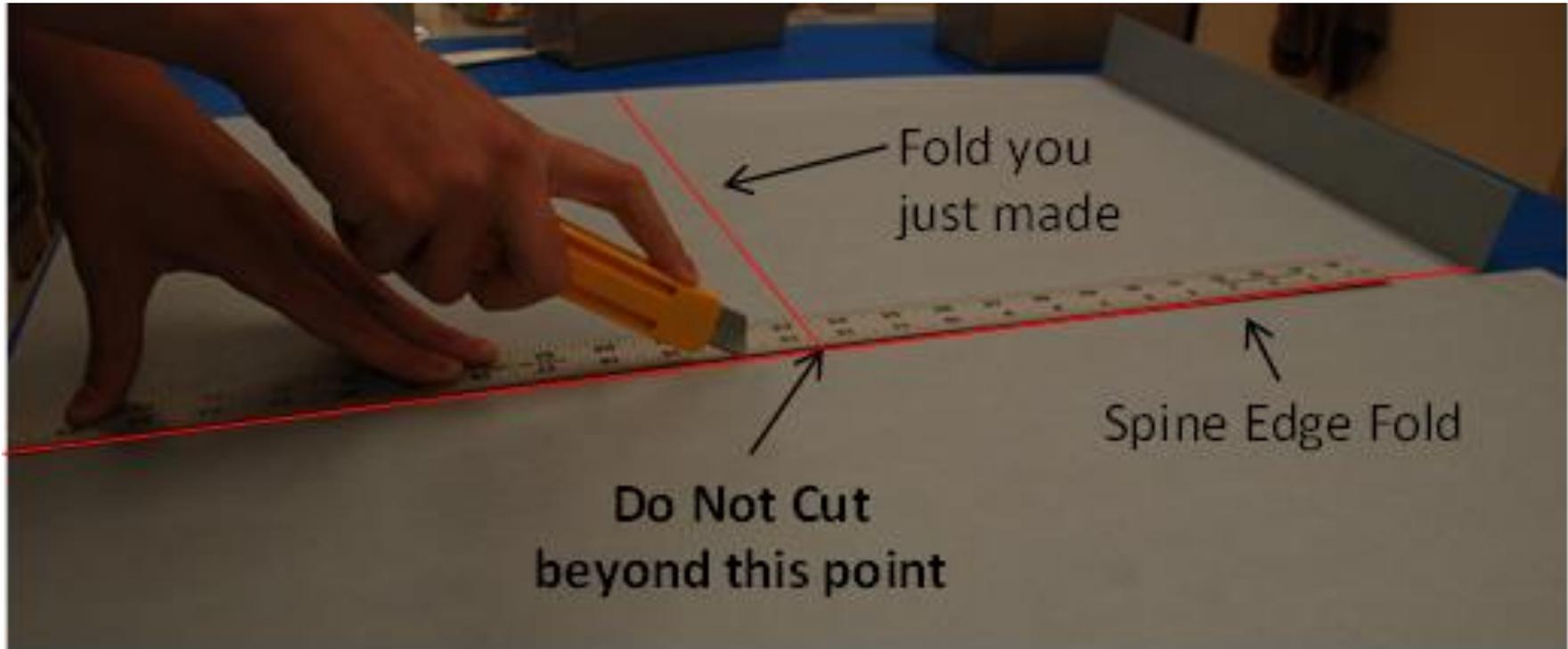
Cut from the fold you just made down to the bottom edge of the board. Fold that flap up.



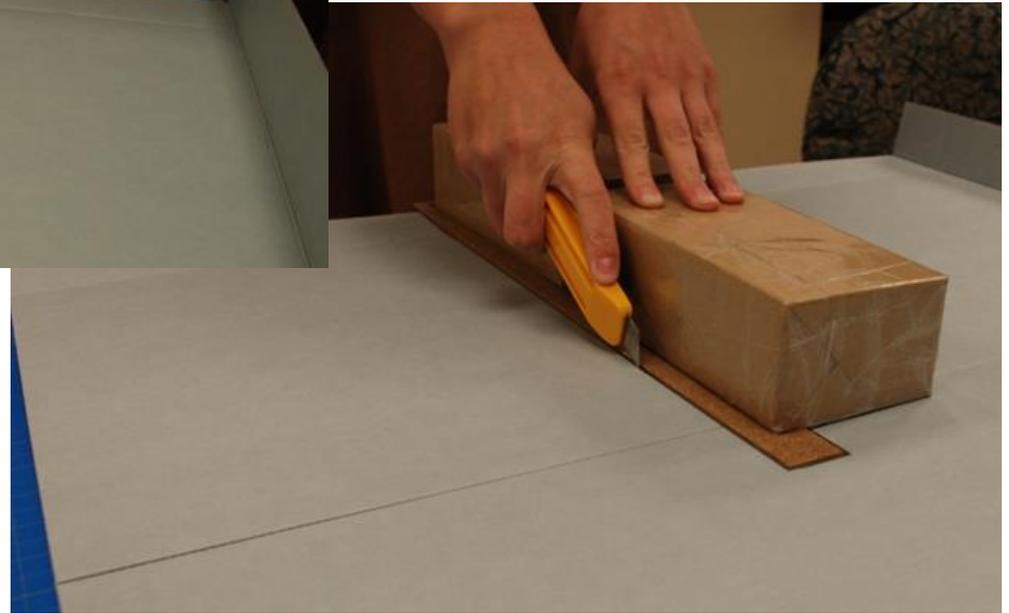
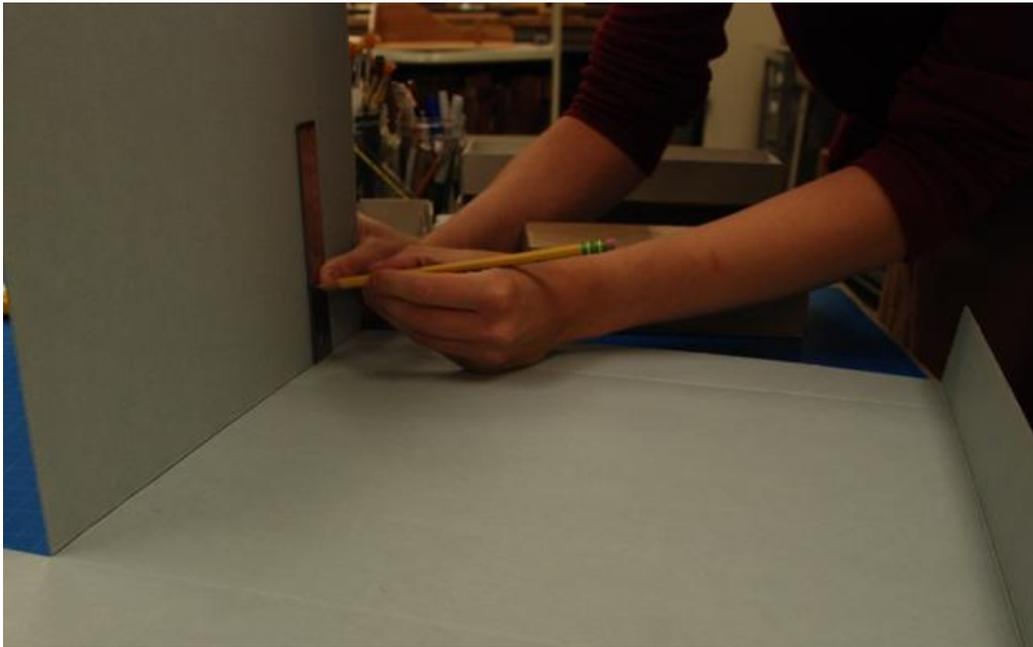


Place the book against that flap. Make a fold on the board at the top edge of the book.

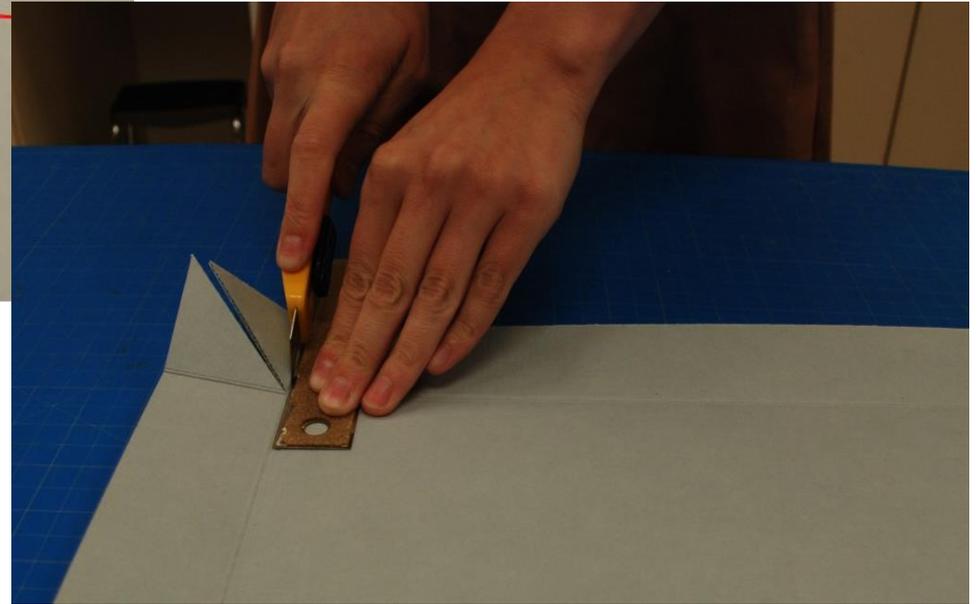
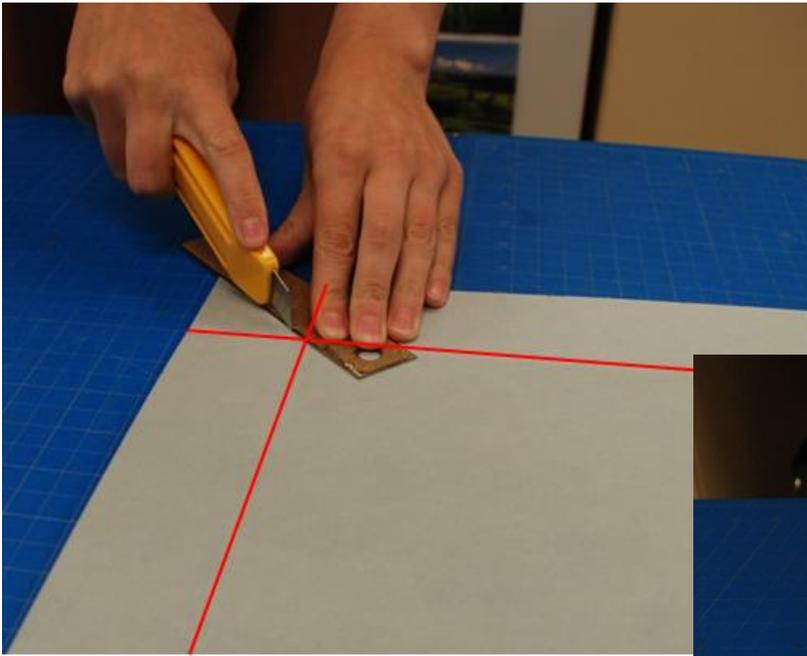




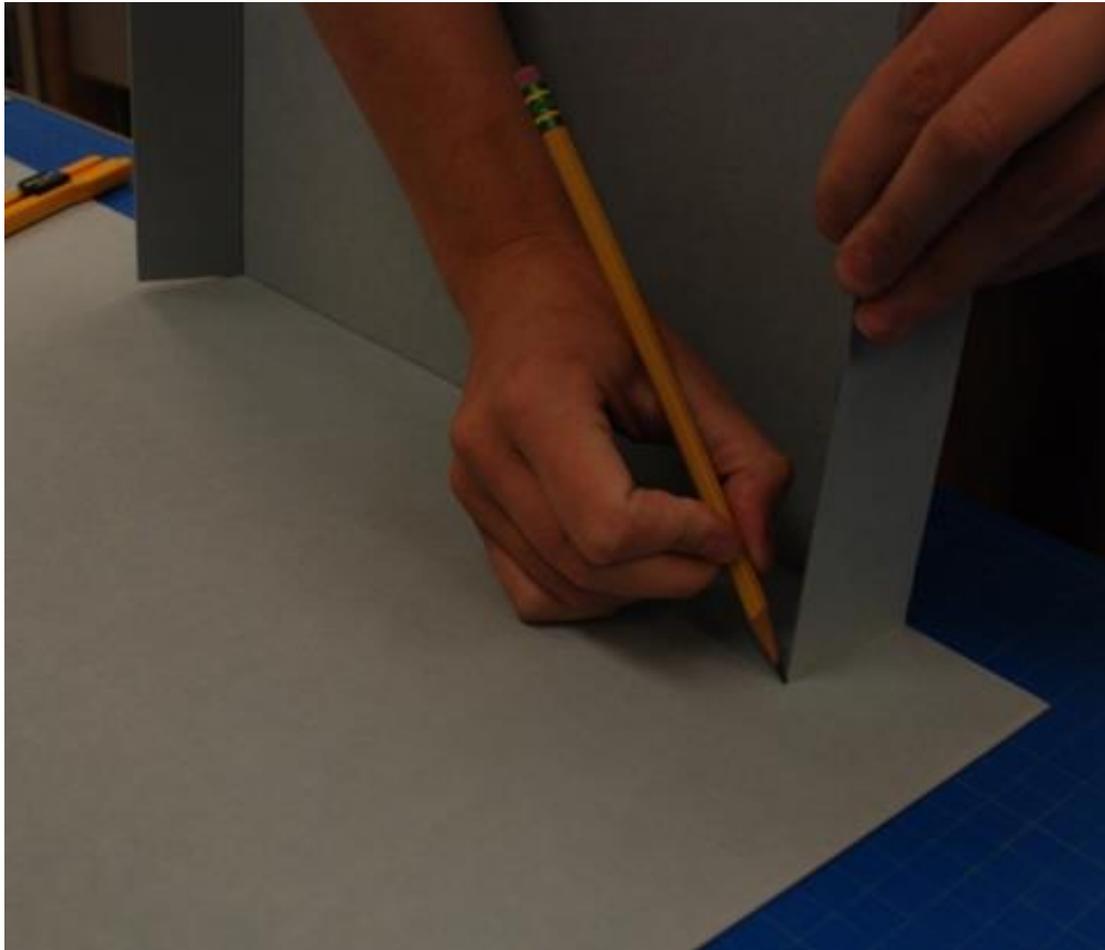
Cut from the fold you just made up to the top edge of the board. Fold that flap up.



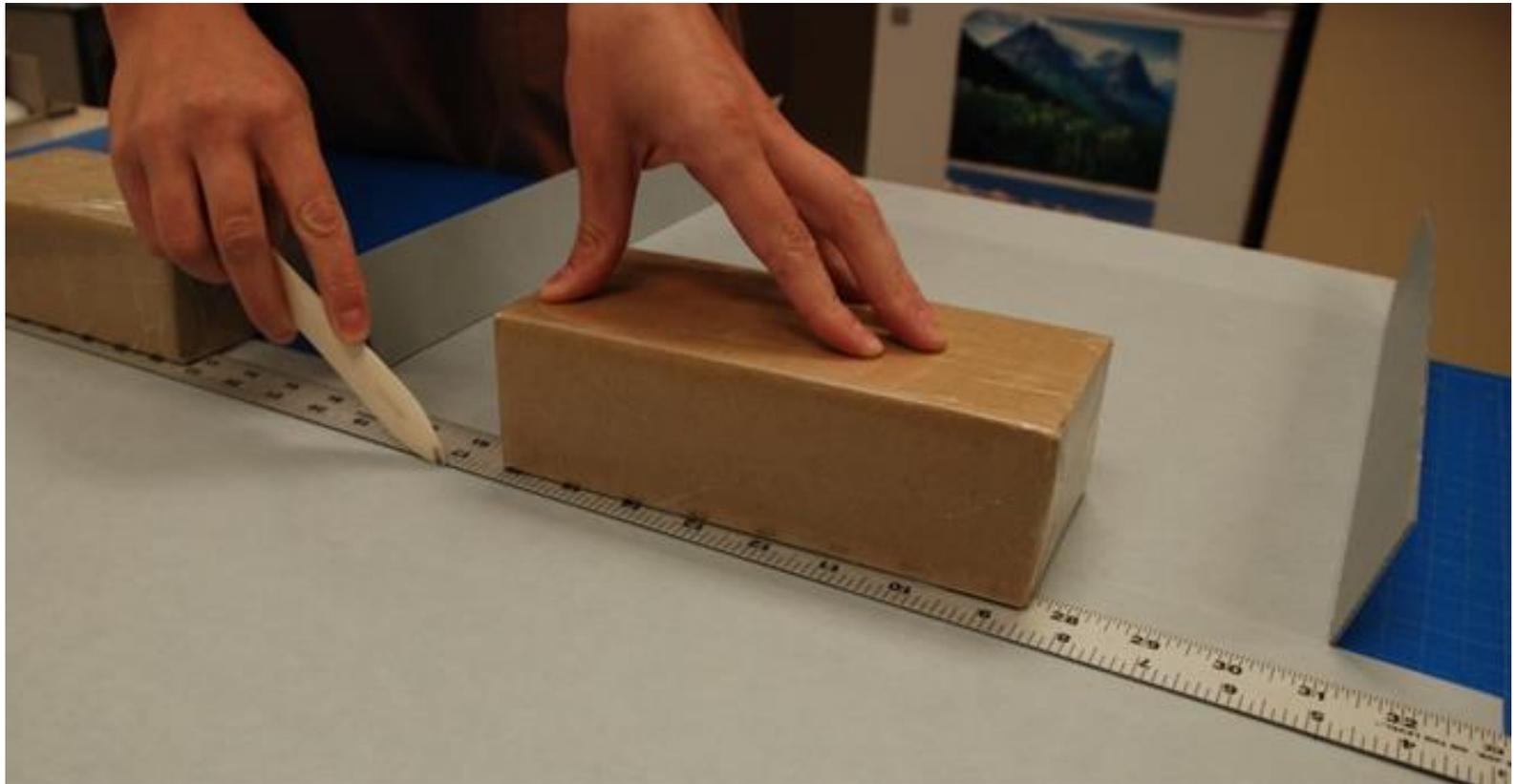
Measure one book thickness up this giant flap, and cut it down to that size



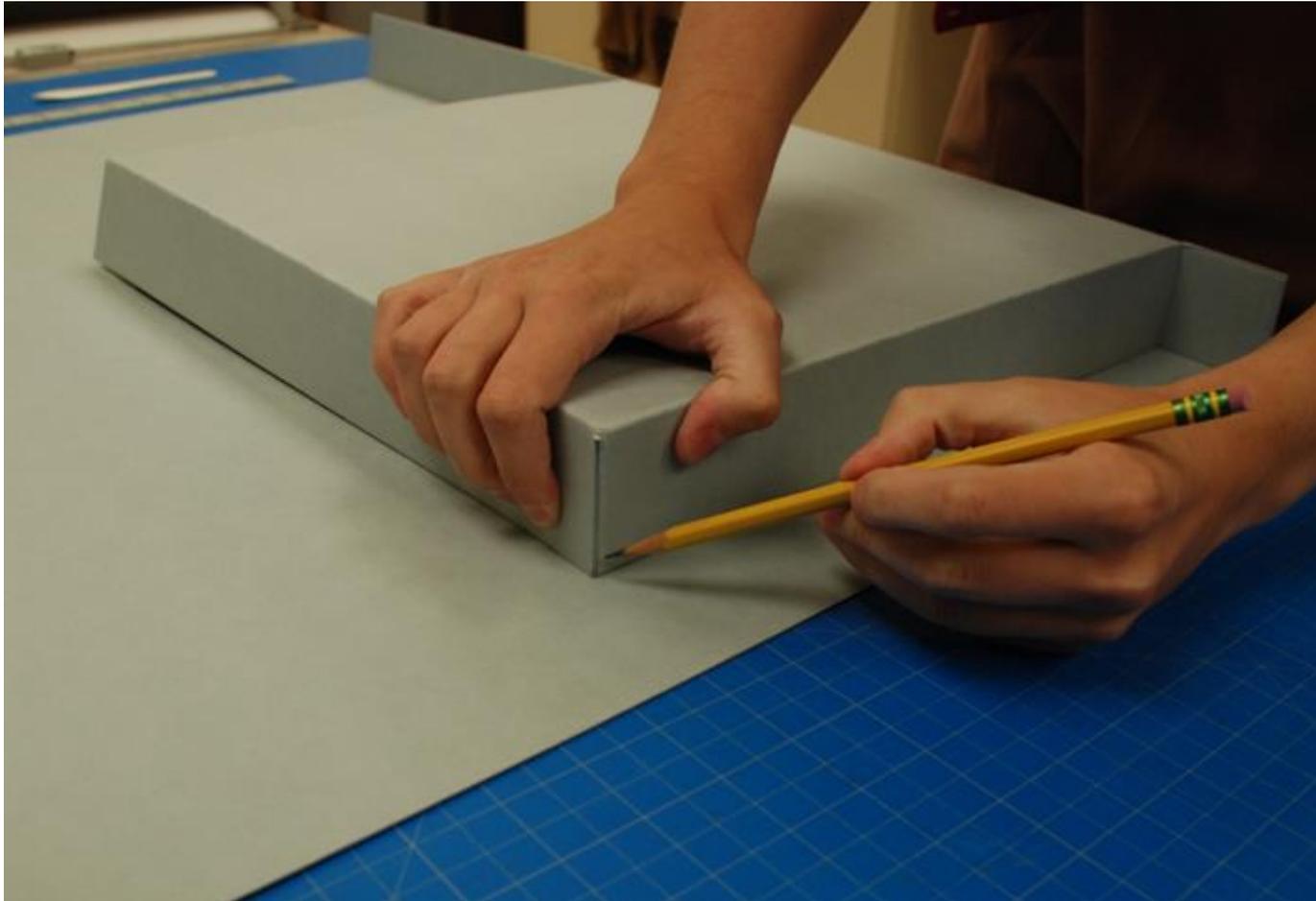
Make diagonal cuts at the corners. Cut off the triangles on the front flap, leaving the triangles on the top and bottom flaps.



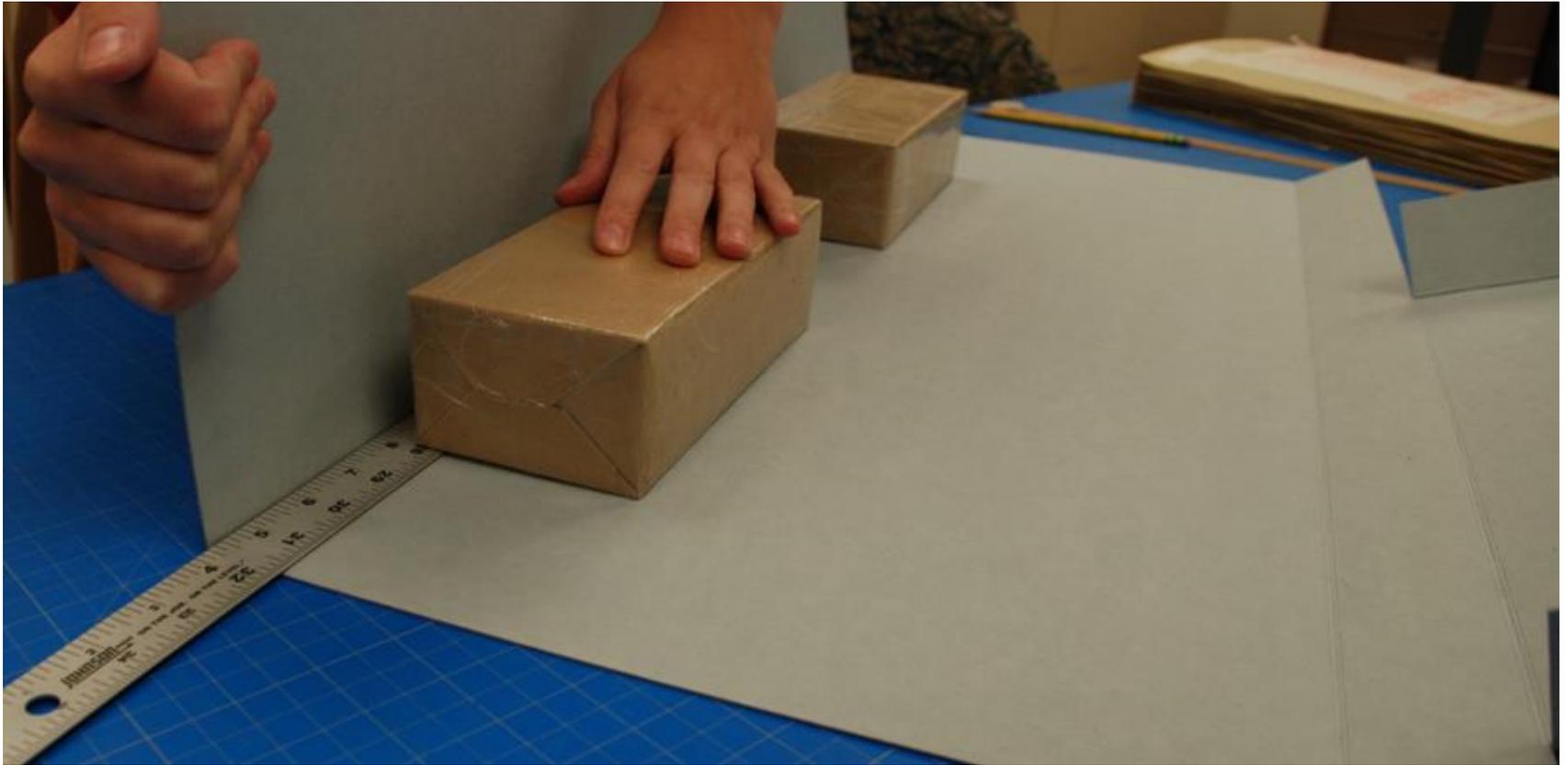
Fold up the top and bottom flaps, and fold up the board at the spine fold. Mark where the flaps hit the board.



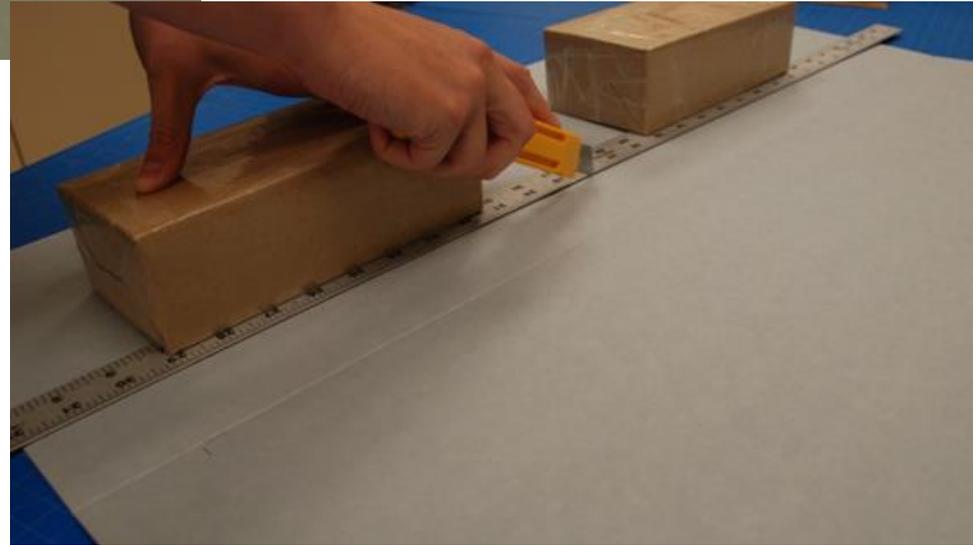
Make a fold at the marks you just made.



Fold all the folds you've made so far to 90 degrees. Mark where the corners of the box hit the board.



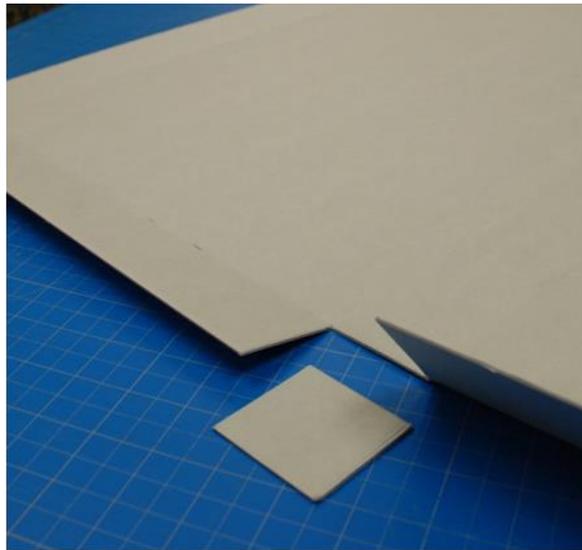
Make a fold along the line created by the corner marks.



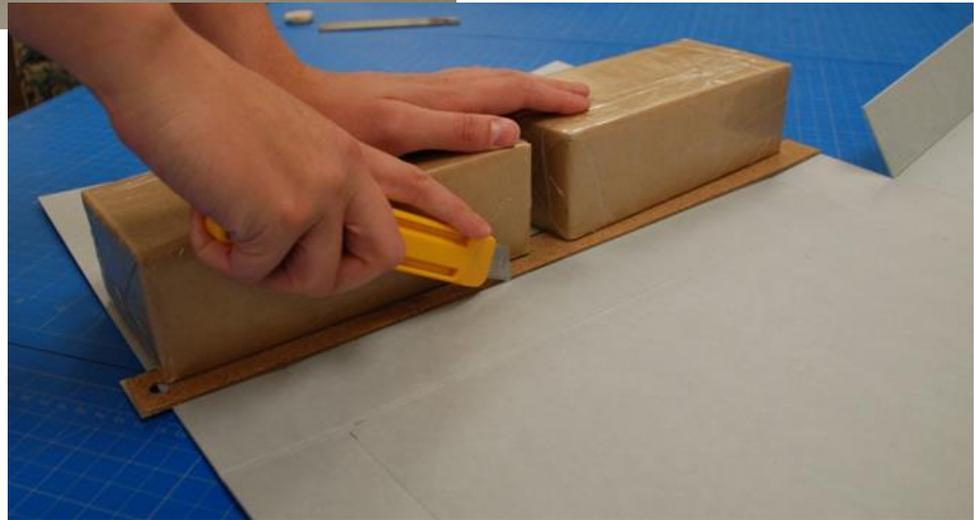
Measure and cut this flap down to **1/4 inch less** than one book thickness.



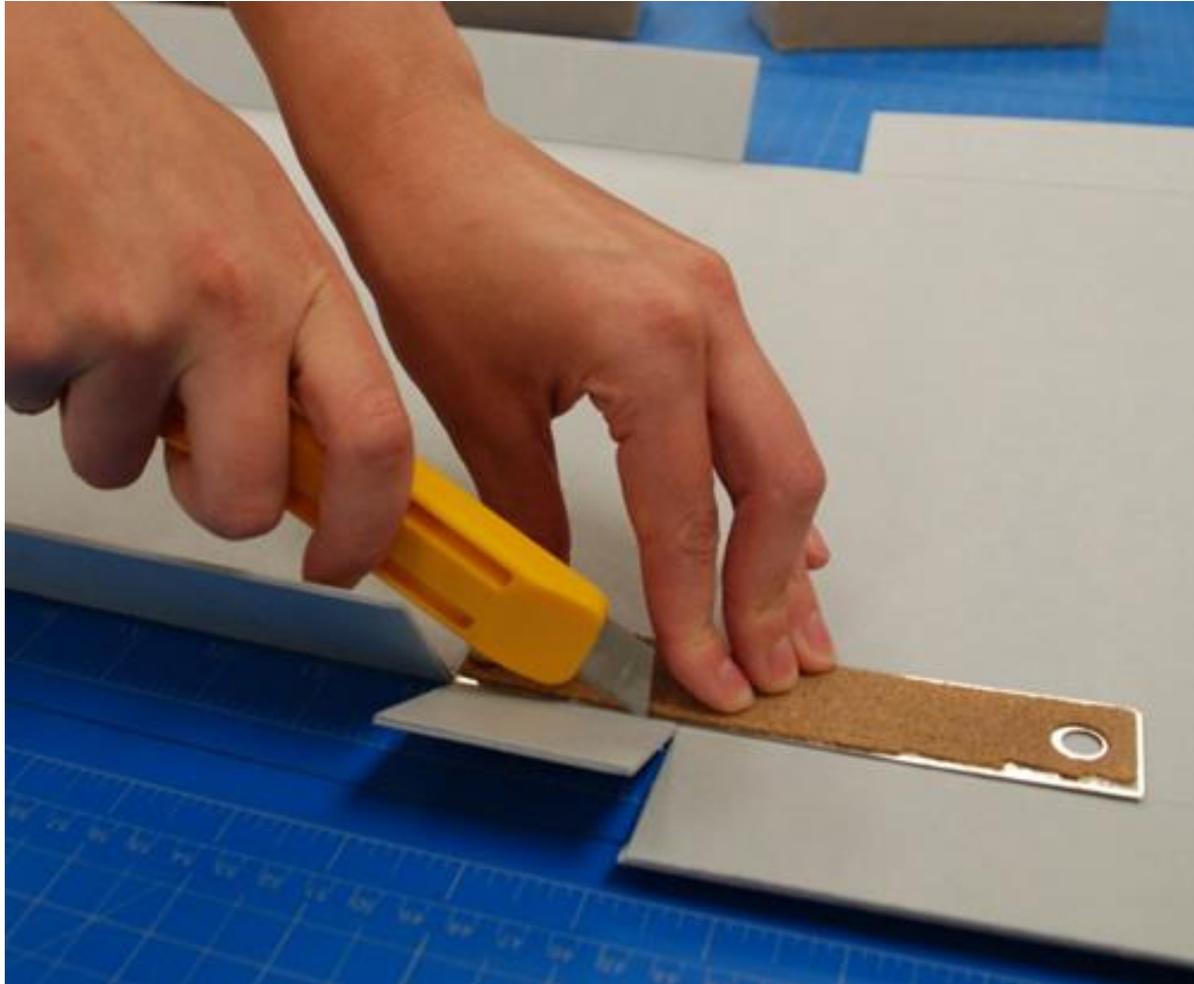
Make a fold along the line between the corner mark and the edge of the bottom flap. Fold up the flap



Cut away the small square on the spine edge of the box, cutting along the folds.



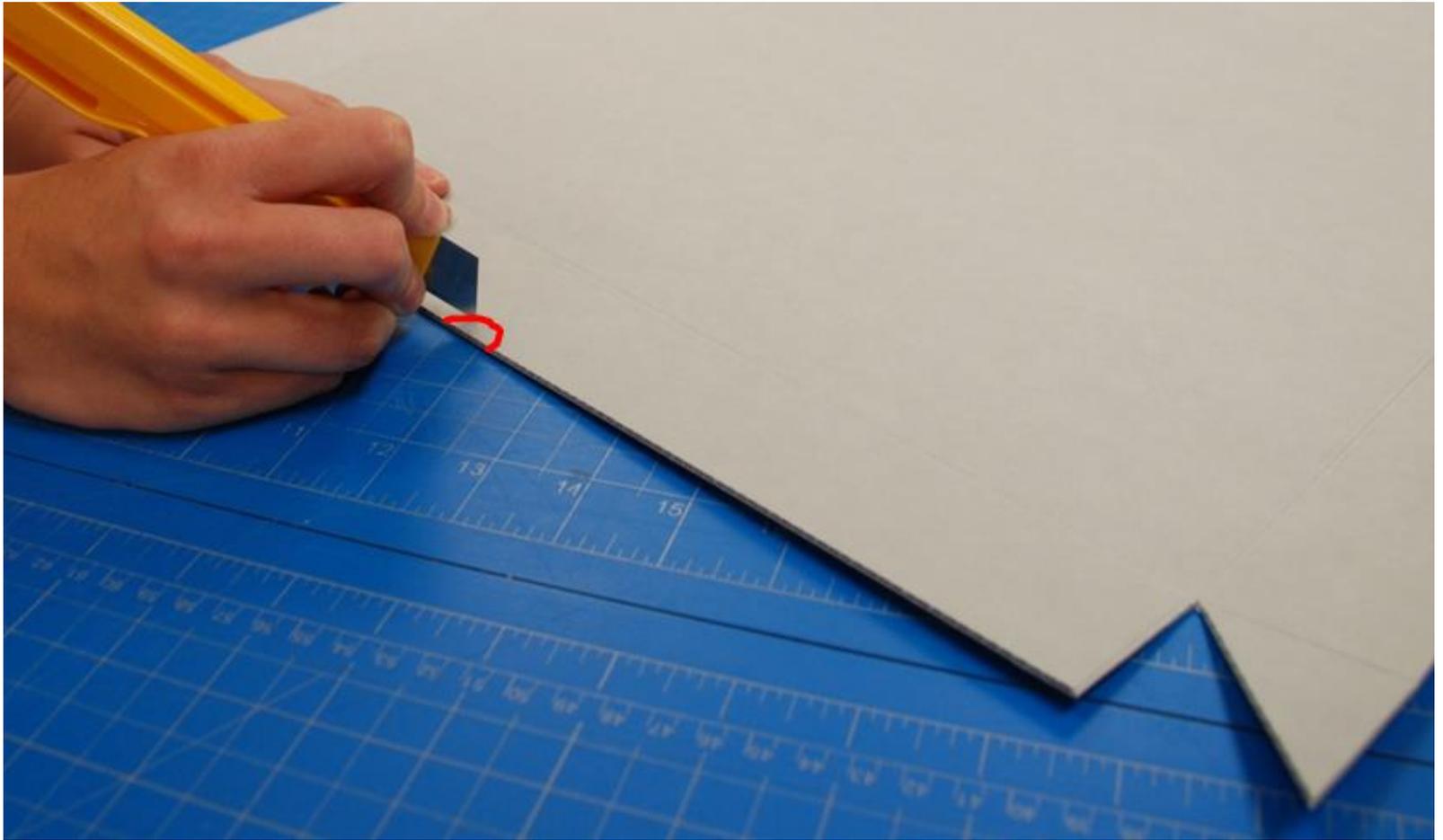
Make a fold along the line between the corner mark and the edge of the top flap. Cut this flap down to 1/4 inch less than one book thickness.



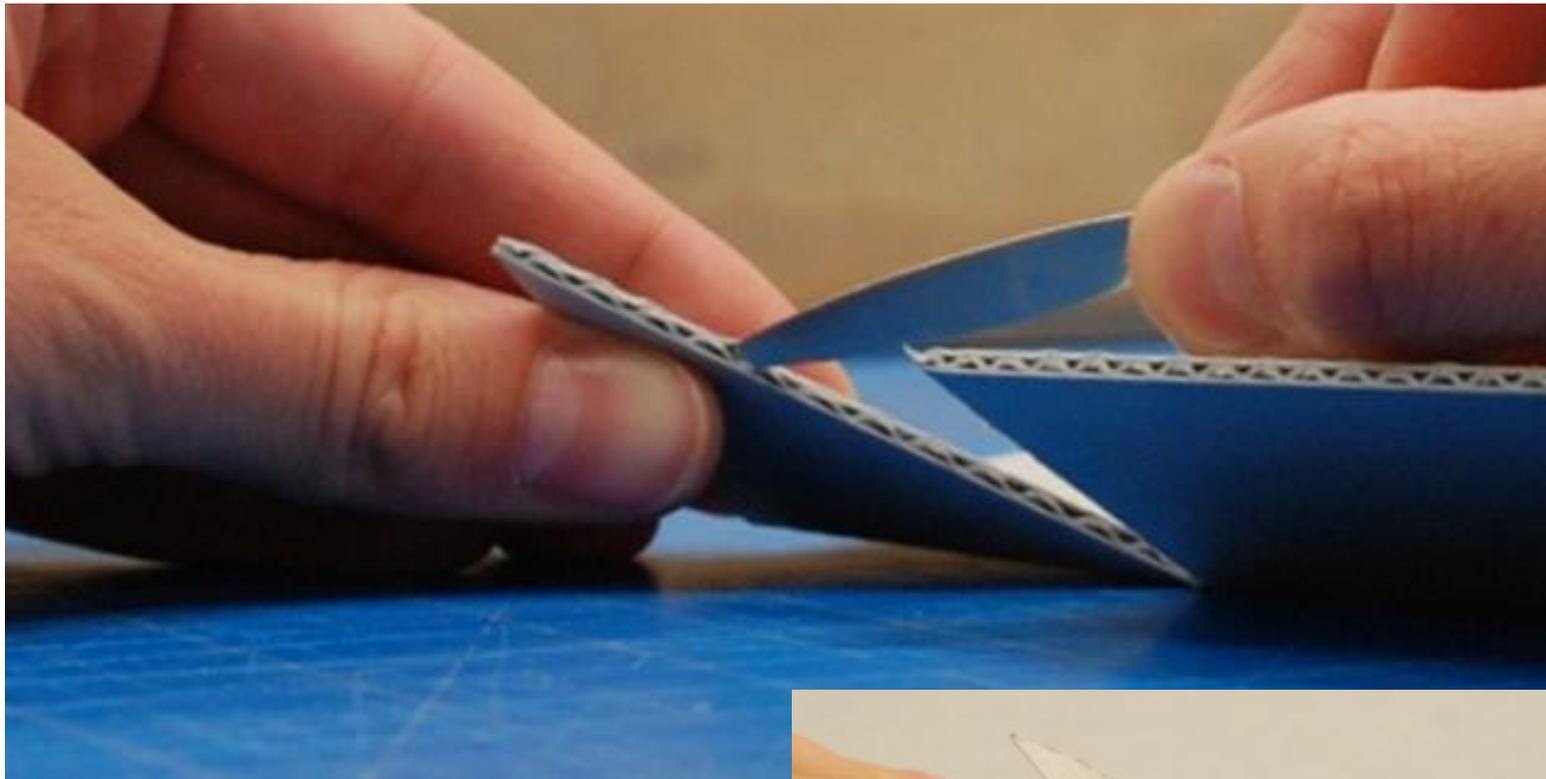
Cut away the small square on the spine edge of the box, cutting along the folds.



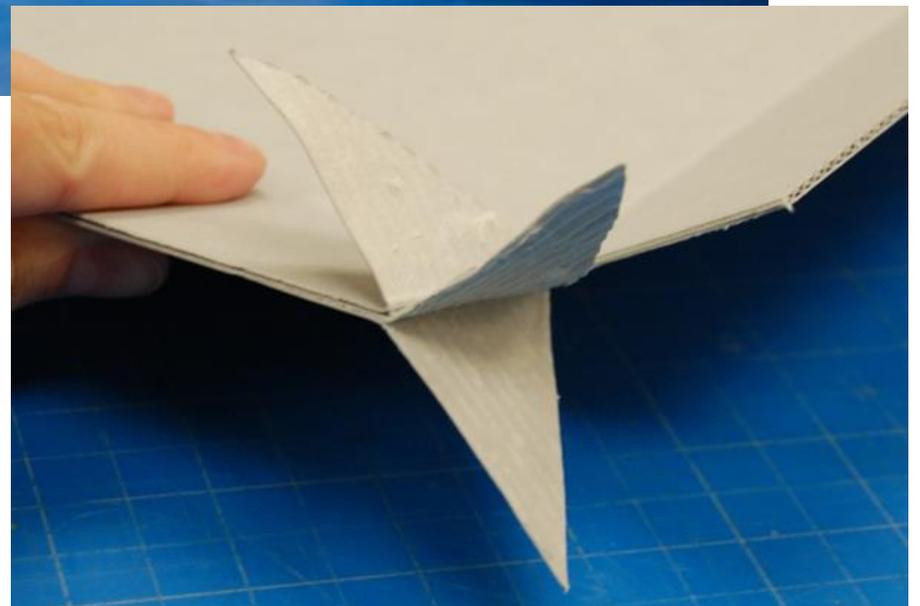
Make diagonal cuts at the corners. Cut off the triangles on the front flap, leaving the triangles on the top and bottom flaps.



Cut a half circle out of the edge of the middle of the top front flap to create a thumb hole.

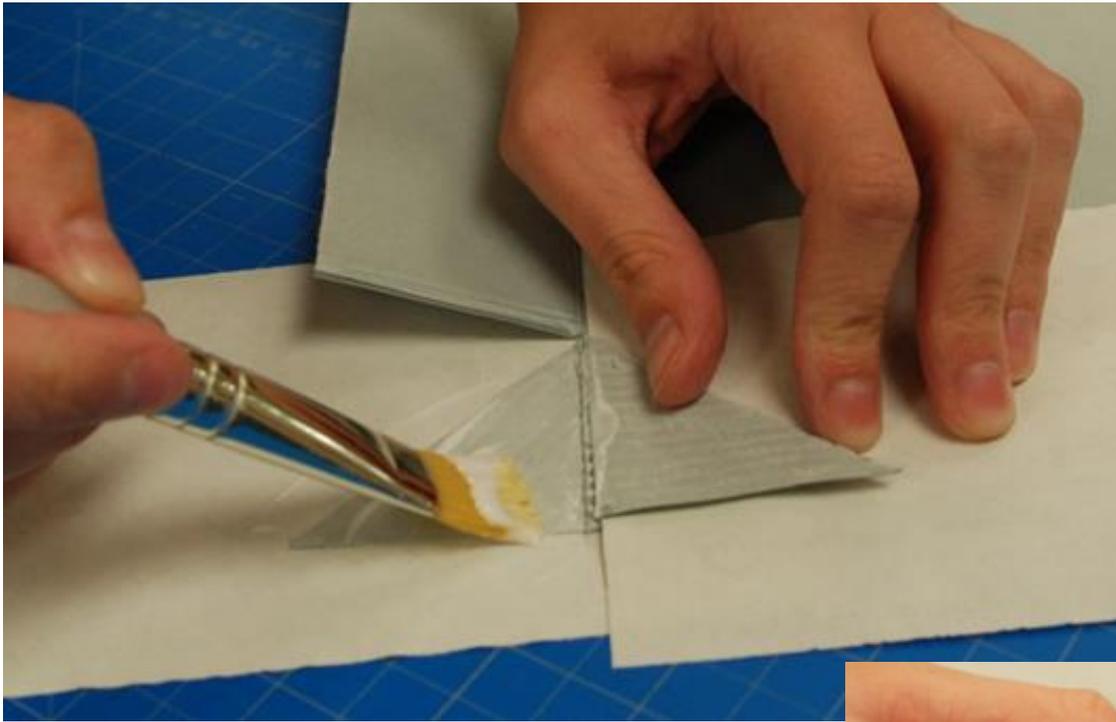


Delaminate the triangles.

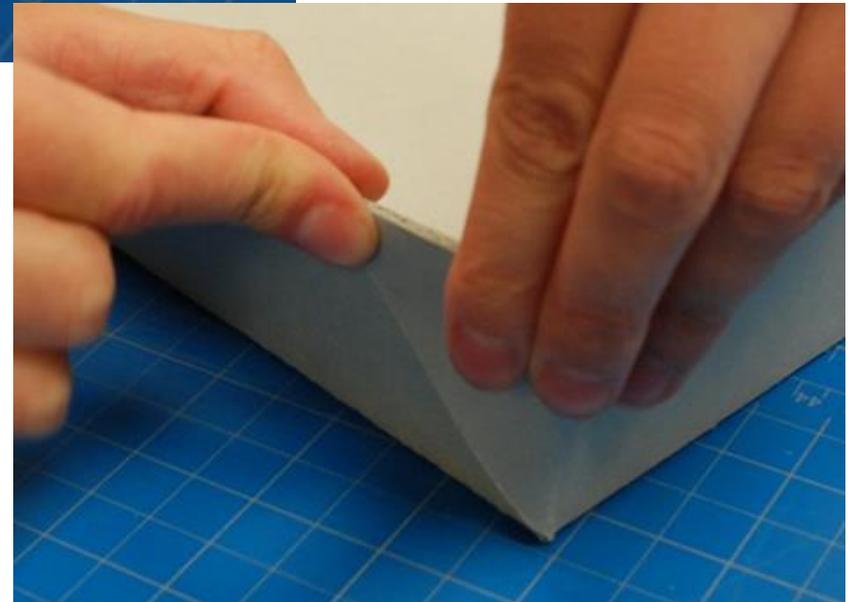


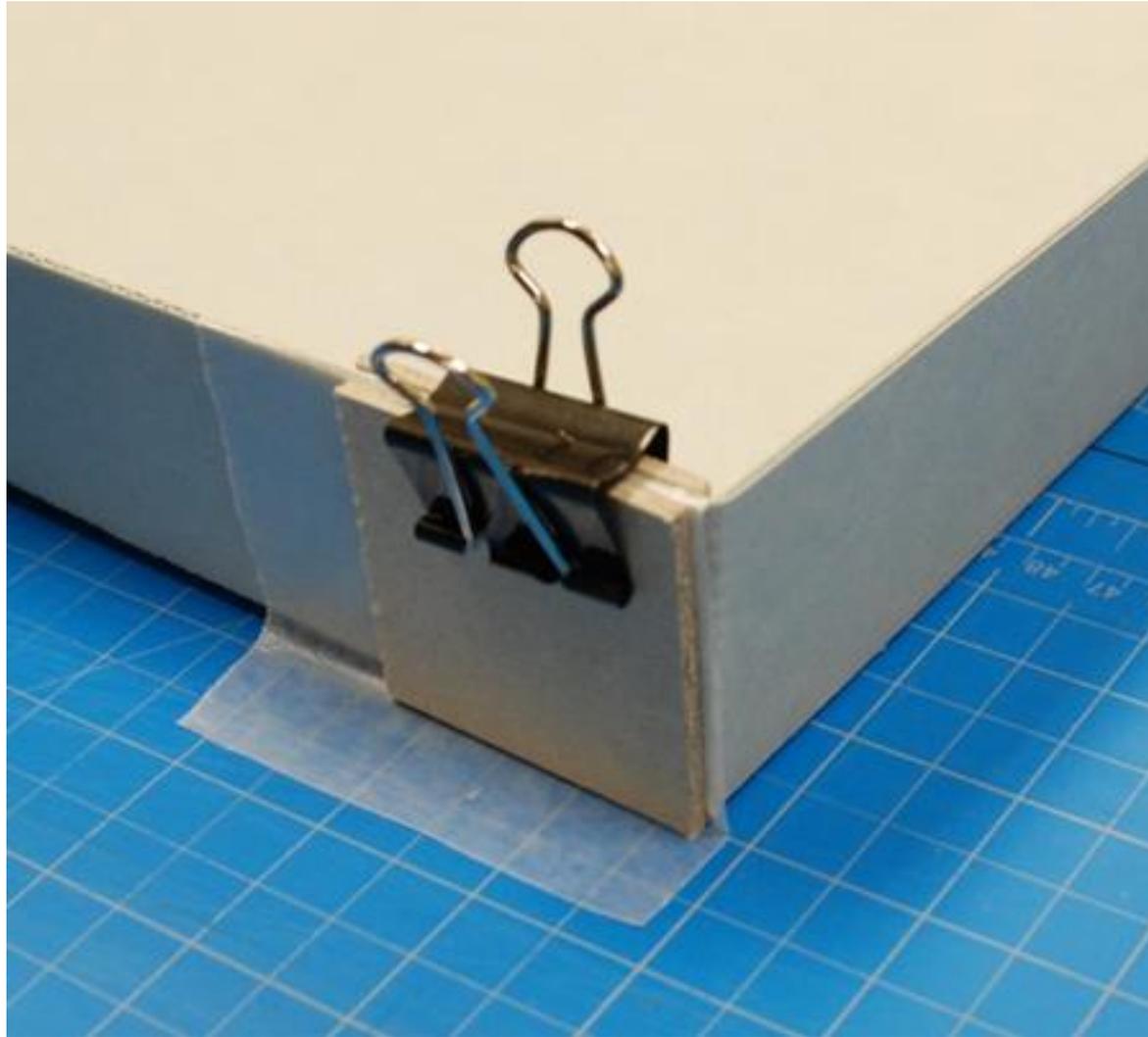


Cut out the corrugation



Glue the corners.





Let the corners dry.