

**LIS 620 Fall 2015**  
**Conservation of Library and Archival Materials**  
August 25 – Dec 11, 2015 Tuesdays, 5:00-7:40  
Hamilton Library, Rooms 3G, A550 and A552

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### **Course Description**

This course is a survey of the structure and deterioration of primarily paper-based materials found in library, archives and museum collections. Conservation treatments for combating deterioration will be explored from the point of view of the librarian, archivist and museum collections manager. A hands-on approach provides the students with an opportunity to analyze the condition of works on paper and books, test practical treatments and re-housing options, and understand the role of conservation in a preservation plan. Students will practice beginning level treatments and learn when to involve other trained professionals. Those working in small libraries will learn to establish an assessment and mending area for their collections.

**Pre-requisite:** LIS 619 Preservation Management, or permission of instructor

### **Student Learning Outcomes**

**SLO 2. Develop administrative, assess and advocate for information services by exercising principled communication, teamwork and leadership skills.**

- 2a. demonstrate understanding of leadership
- 2b. work effectively in teams
- 2e. demonstrate the ability to advocate effectively for information services

**SLO 3. Organize, archive, preserve, retrieve, manage, evaluate and disseminate information resources in a variety of formats.**

- 3d. demonstrate understanding of issues and techniques of preservation of physical and digital objects

### **Course Objectives**

The student will be able to:

- Develop the ability to evaluate damage to paper based collections and propose manual treatments and storage solutions
- Perform a series of basic book repair techniques and paper conservation practices, being mindful the national AIC conservation code of ethics
- Write condition reports for a variety of media
- Create a library and archives preservation reference book of methods, materials and a treatment resource for future reference.

**Teaching Method:** short practicum, lectures, class discussions, guest stars, demonstrations, readings, and student presentations .

**Technology requirements:** students must use a computer and printer to complete written assignments. A digital camera is helpful for treatment documentation.

## Readings

The titles listed on the syllabus are required readings and handouts will be supplied regularly. It is also very important to browse the sites below.

### Browse the following online resources

Roberts, Matt T. and Don Etherington, *Bookbinding and the Conservation of Books: A Dictionary of Descriptive Terminology*. <http://palimpsest.stanford.edu/don/don.html>

PRESERconVersATION, National Library of Australia website.

<http://www.nla.gov.au/pres/conver/candh.html>

## Textbooks

Your "textbooks" will be online product catalogs from archival and conservation suppliers. These catalogs provide some good information about storage solutions for various objects but you must evaluate what is really appropriate for particular collections. I am not advocating the purchase of supplies from these companies.

Refer to this excellent resource before it goes away! BonaDea, Artemis, *Conservation Book Repair: A Training Manual*, Alaska State Library, 1995.

[http://library.alaska.gov/hist/hist\\_docs/conman/conman6.pdf](http://library.alaska.gov/hist/hist_docs/conman/conman6.pdf)

## Readings, Assignments and Grading

Assignments are designed to enable students to develop the vision and skills to identify the deterioration of library materials, assess problems, and to recommend the appropriate repairs or conservation treatment.

Assignments must be handed in as hard copies at the end of the class period on the day they are due.

Anything received past the due date will be considered late and five points deducted per day for up to two days. Thereafter, late assignments will not be accepted and points for the entire assignment forfeited.

Many of the readings and handouts are instructional with diagrams. Students should be able to read and follow written instructions while practicing basic book repairs and paper treatments.

Grades will be determined by points earned from a combination of assignments, activities, the quality and completeness of studio work, and attendance.

### Grade Points

100-98	A+	88-86	B+	78-76	C+
97-94	A	85-82	B	75-72	C
93-89	A-	81-79	B-	71-69	C-

### Assignment Breakdown and Due Dates

Practicum (16 hours)	24	Sept 17 to Oct 25
Dynamic Conservation Treatment Reports	14	Oct 6, 13, 20; Nov 3, 10, 17
Practicum Report	10	Nov 24
Final exam	13	Dec 8
Conservation Reference Portfolio	19	Dec 11
Lab etiquette & safety	10	
Attendance & class participation	<u>10</u>	
TOTAL	100	

## Assignments

### **Book Conservation Practicum (24 points)**

Experience working in a book lab and the Hamilton library preservation department for 16 hours. You will also have a chance to practice techniques demonstrated in class. Practicum hours are Mondays, Wednesdays and Fridays, beginning the week of Sept 9 and should be completed by Friday, October 23.

### **Practicum Report (10 points)**

Describe the practicum experience in 700 words. Include tasks performed, materials used, condition reports (if any) and overall impressions. You may insert photo documentation at the end of the 700 words, with images no larger than three inches square. Report should be edited, typed, 1.5 spaced, and spell-checked.

### **Dynamic Conservation Treatment Report (14 points)**

Partners will research a topic from the list provided and give a 30 minute oral presentation to the class. Various due dates: Oct 6, 20; Nov 3, 10, 17

### **Final exam (13 points)**

On the second to last class, each student will be given an object or objects in need of assessment. Two class sessions may be used to do a condition report and perform the work. You will be using the knowledge and skills gathered from practicum experiences. On the last day of class students will share their projects with classmates All presentations in class Dec 8.

### **Conservation Reference Portfolio (19 points)**

Think of this assignment as constructing a personalized textbook. Select five samples of work completed in class. Pair each with your own written instructions, a list of materials used, observations and handouts.

The portfolio should be neat and well organized in a clean 3-ring binder with a typed title page, Table of Contents and labeled dividers. In your present and future work with collections, you should be able to consult this portfolio for useful information. Due Dec 11.

### **Lab Etiquette & Safety (10 points)**

This is a working lab and students need to respect all equipment, tools and materials in the room. Do not touch equipment without training, or move other student projects. Before leaving class or practicum sessions, the lab must be cleaner than you found it. Be prepared to scrub tables and wash tools. Do not talk to other students when they are operating the board shear or working with other blades.

### **Attendances & Class Participation (10 points)**

Participation is defined as joining discussions, completing the readings and hands-on activities, and paying respectful attention to speakers at all times. Lateness or absences without a valid reason will reflect in the final grade. Emergency phone calls may be taken outside the room. Texting is prohibited during class.

*The preserver, restorer, conserver is the indispensable, the primary living link in the human chain that connects yesterday's accomplishments with tomorrow's possibilities.*

James H. Billington, Librarian of Congress,  
The Moral Imperative of Conservation

Session 1	Topic	Readings	Assignment due
August 25  Meet in Moir Archives Reading Room A550	Review syllabus and assignments  Definitions and review of the practices of Preservation, Restoration and Conservation  Book lab workflow  Work space: Tools and equipment  Book Conservation Lab List of treatments  Paper grain & folding  Hands-on- Sew a single signature with cover	No readings	

Session 2	Topics	Readings	Assignment due
Sept 1	<p>Variations on pamphlet binding</p> <p>Tyvek</p> <p>Tape removal</p> <p>Poultices</p>	<p>Alabama of Archives and History, <i>Removal of Fasteners from Documents</i>, Conservation leaflet, revised 2014.  <a href="http://www.archives.alabama.gov/officials/removal_of_fasteners_from_documents_logos.pdf">http://www.archives.alabama.gov/officials/removal_of_fasteners_from_documents_logos.pdf</a></p> <p>Bainbridge, Abigale, <i>Sellotape: why it's bad to put on paper, and removal</i>, Current Projects, West Dean Conservation, 2014.  <a href="http://westdeanconservation.com/2012/11/14/sellotape-why-its-bad-to-put-on-paper-and-removal/">http://westdeanconservation.com/2012/11/14/sellotape-why-its-bad-to-put-on-paper-and-removal/</a></p> <p>Northeast Document Conservation Center, Conservation Procedures, <i>7.2 Surface Cleaning of Paper</i>, Preservation Leaflet  <a href="http://nedcc.org/free-resources/preservation-leaflets/7.-conservation-procedures/7.2-surface-cleaning-of-paper">http://nedcc.org/free-resources/preservation-leaflets/7.-conservation-procedures/7.2-surface-cleaning-of-paper</a></p> <p>National Archives, What's the Difference Between Parchment, Vellum and Paper? Preservation and Archives Professionals.  <a href="http://www.archives.gov/preservation/formats/papervellum.html">http://www.archives.gov/preservation/formats/papervellum.html</a></p>	

Session 3	Topic	Readings	Assignment due
<p>Sept 8</p> <p>Begin in LIS 3G</p> <p>Move to Preservation Dept. A552</p>	<p>LBS Pockets fragile documents</p> <p>Hands on practice</p>	<p>National Archives, Preservation Policy Statement, website.  <a href="http://www.nationalarchives.gov.kn/index.php?option=com_content&amp;view=article&amp;id=55&amp;Itemid=5">http://www.nationalarchives.gov.kn/index.php?option=com_content&amp;view=article&amp;id=55&amp;Itemid=5</a></p> <p>Victoria and Albert Museum, <i>Caring For Your Books and Papers</i>, Paper, Book and Paintings Conservation Section. Website.  <a href="http://www.vam.ac.uk/content/articles/c/caring-for-your-books-and-papers/">http://www.vam.ac.uk/content/articles/c/caring-for-your-books-and-papers/</a></p> <p>Dianne van der Reyden, "Paper Documents,": in <i>Storage of Natural History Collections: A Preventive Conservation Approach</i>, Vol.1, edited by Carolyn L. Rose, Catharine A. Hawks, and Hugh H. Genoways, (1995) pp. 327-353.  <a href="http://www.si.edu/mci/downloads/REACT/paper_documents.pdf">http://www.si.edu/mci/downloads/REACT/paper_documents.pdf</a></p>	

Materials are considered brittle when the paper is not flexible enough to hold a binding. This condition can be evidenced by broken flakes of paper; pages snapping off along the binding or a hard edge; paper failing a doublefold test, i.e. ending about 1/2" of the lower corner of a page near the center of the book back and forth two times. If the corner falls off, the paper is very brittle.

Signs of Damage in Library Materials, Preservation Department, University of San Diego Library

Session 4	Topic	Readings	Assignment due
Sept 15  Preservation Dept. A552	The Ethics of Conservation Treatment Paper  Guest star: Seth Irwin, paper conservator  Hands on: Papermaking  Mending tears w/ Japanese Tissue	American Institute for Conservation of Historic and Artistic Works, <i>Code of Ethics and Guidelines for Practice</i> , website. <a href="http://www.conservation-us.org/about-us/core-documents/code-of-ethics-and-guidelines-for-practice/code-of-ethics-and-guidelines-for-practice#.VdpvPvn0_j4">http://www.conservation-us.org/about-us/core-documents/code-of-ethics-and-guidelines-for-practice/code-of-ethics-and-guidelines-for-practice#.VdpvPvn0_j4</a>  Northeast Document Conservation Center, Repairing Paper Artifacts, 7.3, Preservation Leaflets, Disaster Assistance. <a href="http://nedcc.org/free-resources/preservation-leaflets/7.-conservation-procedures/7.3-repairing-paper-artifacts">http://nedcc.org/free-resources/preservation-leaflets/7.-conservation-procedures/7.3-repairing-paper-artifacts</a>  University of Chicago Library, "Iron Gall Ink", Under Covers: The Art and Science of Book Conservation. Website. <a href="https://www.lib.uchicago.edu/e/webexhibits/scienceofconservation/irongallink.html">https://www.lib.uchicago.edu/e/webexhibits/scienceofconservation/irongallink.html</a>	

Session 5	Topics	Readings	Assignment due
<p>Sept 22</p> <p>Preservation Dept A552</p>	<p>The workflow</p> <p>Assess condition and assigning treatments:</p> <p>Relax paper Split hinge Hinge tightening Tip-ins mends Recasing Rebacking Bindery</p> <p>Making a book from loose pages</p>	<p>Handouts provided</p> <p><i>University of Illinois at Urbana-Champaign, "Brittle Books Reformatting Policy and Workflow,"</i>  <a href="http://www.library.illinois.edu/prescons/services/reformatting.html">http://www.library.illinois.edu/prescons/services/reformatting.html</a></p> <p>Browse this title:  Jan Merrill-Oldham and Paul Parisi, "Guide to the ANSI/NISO/ LBI Library Binding Standard," American Library Association, 2013  <a href="http://www.lbibinders.org/assets/documents/0838984840_LBIguide.pdf">http://www.lbibinders.org/assets/documents/0838984840_LBIguide.pdf</a></p> <p><i>Recommended</i>  Watkins, Stephanie, <i>Practical Considerations for Flattening and Relaxing Paper</i>, The Book and Paper Group Annual 21, 2002, pp.61-76.  <a href="http://cool.conservation-us.org/coolaic/sg/bpg/annual/v21/bp21-15.pdf">http://cool.conservation-us.org/coolaic/sg/bpg/annual/v21/bp21-15.pdf</a></p>	



Session 6	Topic	Readings	Assignment due
Sept 29  Preservation Dept. A552	Asian Scrolls & Screens  Guest star: Hiroko Sakurai, painting conservator  Lining	Nishio, Yoshiyuki, Maintenance of East Asian painting (Examination), AIC, Book and Paper Group Annual, Vol.12, 1993. <a href="http://cool.conserva-tion-us.org/coolaic/sg/bpg/annual/v12/bp12-09.html">http://cool.conserva-tion-us.org/coolaic/sg/bpg/annual/v12/bp12-09.html</a>  Lianyu Feng, <i>Lining Fragile Documents...</i> , Posted Sept 5, 2014, blog. <a href="http://www.hiddenlives.org.uk/blog/2014/09/lining-fragile-documents-aka-hope-like-jigsaw-puzzles/">http://www.hiddenlives.org.uk/blog/2014/09/lining-fragile-documents-aka-hope-like-jigsaw-puzzles/</a>	

Session 7	Topics	Readings	Assignment due
Oct 6  Begin in LIS 3G  Move to Room A552	Practice treatments assigned in Session 5  Introduction to recasing books	Handouts: Book Sizes & Recasing  Books Arts Web, "Glossary of Binding Terms," June 1996 <a href="http://www.philobiblon.com/gbwarticle/bindterm.htm">http://www.philobiblon.com/gbwarticle/bindterm.htm</a>	Conservation Treatment report: Allyson & Kelsey  Conservation of Herbarium Specimens

Session 8	Topic	Readings	Assignment due
<p>Oct 13</p> <p>Begin in LIS 3G</p>	<p>Condition reports</p> <p>Treatment documentation</p> <p>Hands-on: Condition assessment</p> <p>Recasing project</p>	<p>Museums and Galleries, New South Wales, Condition Reports-The Essentials, Fact Sheet MGNW, New Zealand, n.d.  <a href="http://mg NSW.org.au/media/uploads/files/Condition_reports_-_the_essentials_1.pdf">http://mg NSW.org.au/media/uploads/files/Condition_reports_-_the_essentials_1.pdf</a></p> <p>Te Papa Museum, Condition Reporting, Care of Collections and Taonga, He Reuemi Technical Resource Guide 26.  <a href="http://www.tepapa.govt.nz/SiteCollectionDocuments/NationalServices/Resources/ResourceGuides/HeRaumiResourceGuide26ConditionReporting.pdf">http://www.tepapa.govt.nz/SiteCollectionDocuments/NationalServices/Resources/ResourceGuides/HeRaumiResourceGuide26ConditionReporting.pdf</a></p> <p>NEDCC, <i>Conservation for Works of Art and Unbound Artifacts on Paper, 7.5 Preservation Leaflet, Conservation Procedures.</i>  <a href="http://www.nedcc.org/free-resources/preservation-leaflets/7.-conservation-procedures/7.5-conservation-treatment-for-works-of-art-and-unbound-artifacts-on-paper">www.nedcc.org/free-resources/preservation-leaflets/7.-conservation-procedures/7.5-conservation-treatment-for-works-of-art-and-unbound-artifacts-on-paper</a></p> <p><i>Recommended</i>          Pearlstein, Ellen, Western Science Seeks Cultural Knowledge, Agua Caliente Cultural Museum, online resource.  <a href="http://accarchives.org/Online%20Exhibit%20pdfs/UCLA%20Getty%20Online%20Exhibit.pdf">http://accarchives.org/Online%20Exhibit%20pdfs/UCLA%20Getty%20Online%20Exhibit.pdf</a></p>	

Session 9	Topic	Readings	Assignment due
Oct 20 Begin in 3G LIS Later in Room A552	Guest star: Malia Van Heukelem, Preservation Management Specialist, Hamilton Library	Conway, Martha O'Hara and Merrilee Proffitt. 2011, Taking Stock and Making Hay: Archival Collections Assessment, Dublin, Ohio: OCLC Research. <a href="http://www.oclc.org/research/publications/library/2011/2011-07.pdf">http://www.oclc.org/research/publications/library/2011/2011-07.pdf</a>	Conservation Treatment report: Jill & Katherine  Born digital materials

Session 10	Topic	Readings	Assignment due
Oct 27	Processing Photo negatives  Albums and Scrapbooks  Open studio: Recasing withdrawn or circulating	Look at Archival Supplies Catalogues for various options offered.  National Archives & Records Administration site, "Storing Family Papers and Photographs," <a href="http://www.archives.gov/preservation/family-archives/storing.html">http://www.archives.gov/preservation/family-archives/storing.html</a>  Wagner, Sarah S., "How Do I House Glass Plate Negatives?," National Archives & Records Administration site, <a href="http://www.archives.gov/preservation/storage/glass-plate-negatives.html">http://www.archives.gov/preservation/storage/glass-plate-negatives.html</a>  Kodak, "Storage and Handling of Processed Nitrate Film," website <a href="http://motion.kodak.com/motion/Support/Technical_Information/Storage/storage_nitrate.htm">http://motion.kodak.com/motion/Support/Technical_Information/Storage/storage_nitrate.htm</a>  <i>Recommended Acclimation Procedures</i> Wagner, Sarah S., "Cold Storage Handling Guidelines for Photographs," National Archives, 1991 <a href="http://www.archives.gov/preservation/storage/cold-storage-photos.html">http://www.archives.gov/preservation/storage/cold-storage-photos.html</a>	

Session 11	Topic	Readings	Assignment due
<p>Nov 3</p> <p>Begin in 3G LIS</p>	<p>Introduction to Rebacking</p> <p>Mending corners, heads, tails</p> <p>Replacing endsheets</p>	<p>Handouts provided</p>	<p>Conservation Treatment Report: Brandon &amp; Marge</p> <p>Community Activist Ephemera</p>

*Of all the elements in exhibit design, the use of artifacts comes first and foremost. Artifacts serve as visual memory keys that help the viewer understand and retain the historical information and ideas in an exhibit.*

Exhibit Design: The Language of Artifacts, Wisconsin Historical Society

Session 12	Topic	Readings	Assignment due
<p>Nov 10</p> <p>Begin in 3G LIS</p> <p>Preservation Dept A552</p>	<p>Exhibitions</p>	<p>Wisconsin Historical Society, <i>Exhibit Design: The Language of Artifacts</i>  <a href="http://www.mnhs.org/shpo/lhs/exhibit_plan/artifacts.htm">http://www.mnhs.org/shpo/lhs/exhibit_plan/artifacts.htm</a></p> <p>Shenton, Helen, Danny Norman and Simon Fleury, "Mounts for the Display of Books," <i>V&amp;A Conservation Journal</i>. London: January 1997: Number 22.  <a href="http://www.vam.ac.uk/content/journals/conservationjournal/issue-22/mounts-for-the-display-of-books/">http://www.vam.ac.uk/content/journals/conservationjournal/issue-22/mounts-for-the-display-of-books/</a></p> <p>Northeast Document Conservation Center. "How to Do Your Own Matting and Hinging," <i>Preservation Leaflets, Conservation Procedures</i>. 7.4. 2007.  <a href="https://www.nedcc.org/free-resources/preservation-leaflets/4.-storage-and-handling/4.10-matting-and-framing-for-art-and-artifacts-on-paper">https://www.nedcc.org/free-resources/preservation-leaflets/4.-storage-and-handling/4.10-matting-and-framing-for-art-and-artifacts-on-paper</a></p> <p>Northeast Document Conservation Center. "Packing and Shipping Paper Artifacts," <i>Preservation Leaflets</i>, 2012.  <a href="http://www.nedcc.org/contact/packing.php">http://www.nedcc.org/contact/packing.php</a></p> <p>National Archives, <i>How should I frame and display my photographs?</i> <i>Preservation, Family Archives</i>. Website.  <a href="http://www.archives.gov/preservation/family-archives/displaying-photos.html">http://www.archives.gov/preservation/family-archives/displaying-photos.html</a></p>	<p>Conservation Treatment Report: Zachery &amp; Sue</p> <p>Archaeological field notes and maps</p>

Session 13	Topic	Readings	Assignment due
Nov 17  Preservation Dept A552	Open studio  Recasing Rebacking Mending Housing Matting	No readings	Conservation Treatment Report: Max & Keala  Civil War Scrapbooks

Session 14	Topic	Readings	Assignment due
Nov 24  Preservation Dept A552	Setting up a book treatment lab  Hiring a conservator  Becoming a conservator  Receive Final Exam Project	American Institute for Conservation of Historic and Artistic Works, <i>Careers in Conservation</i> , website <a href="http://www.conservation-us.org/publications-resources/careers-in-conservation/become-a-conservator#.VdqP2_n0_j4">http://www.conservation-us.org/publications- resources/careers-in-conservation/become-a- conservator#.VdqP2_n0_j4</a>  <i>Recommended</i> Peachey, Jeffrey, <i>Book Conservation in the US and UK</i> , blog post, 2009. <a href="http://jeffpeachey.com/2009/12/01/career-opportunities/">http://jeffpeachey.com/2009/12/01/career- opportunities/</a>	Practicum reflection paper (hard and e-copy)

Session 15	Topic	Readings	Assignment due
Nov 17  Preservation Dept A552	Lab time for final exam project & portfolio samples	No readings	

Session 16	Topic	Readings	Assignment due
Dec 8  Preservation Dept A552	Review and questions about treatment successes and failures  Clear bench and shelf space  Course Evaluation	Towards A New Age of Partnership (TANAP), Archives of the Dutch East India Company (VOC) Please read tabs <i>About TANAP</i> , “An Ambitious World Heritage,” and <i>Archives</i> , “Preservation.”  <a href="http://www.tanap.net/content/archives/conservation/conservation.htm">http://www.tanap.net/content/archives/conservation/conservation.htm</a> ,	Final Exam Presentations 6:00 PM  Turn in Resource Journals with exam paperwork on Friday, Dec 11