Overview

The removal of metal or acidic fasteners stabilizes the document, and prevents further deterioration and damage which may be a result of handling or impact of the environment on the document.
Staples
Steps 1 & 2

1. Locate fastener.
2. Slide micro-spatula under one of the staple’s prongs.
3. Pry both prongs up.

4. Repeat process for each staple.
Staples
Steps 5 & 6

5. Carefully turn document over, and slip micro-spatula under staple’s back.

6. Lift the staple up, and repeat process until all staples are removed from the document.
Rubber bands
Steps 1 & 2

1. Assess the work’s condition, and the fastener.

2. Slide the index card underneath the fastener to protect the work’s cover.
Rubber bands
Steps 3 & 4

3. Secure the fastener and card, and slide the blade of the scalpel beneath the fastener.

4. Cut the fastener, and remove it from the work.
1. Assess the nature of the fastener, and the condition of the document.

2. Slide a piece of Mylar between the paperclip and the document.
3. Secure the document and Mylar with one hand while sliding the end of micro-spatula between the paperclip’s rounded end and the document.

4. Carefully lift the paperclip’s rounded end up and away from the document.
5. Slide the paperclip away from, and off of the document.
Paperclips (Alternate)
Steps 1 & 2

1. Slide an index card between the paperclip and the document.

2. Carefully lift the paperclip’s rounded end up and away from the document.
Paperclips (Alternate)
Steps 3

3. Slide the paperclip away from, and off of the document.
String
Steps 1 & 2

1. Assess the condition of the work and the nature of the fastener.

2. Assess the knot used for tied, fasteners.
String
Steps 3 & 4

3. Slide an index card between the fastener and the work.

4. Secure the index card, and slide the scalpel’s blade between the fastener and the top of the index card.
String
Steps 5 & 6

5. Secure the fastener and index card with one hand while applying lite pressure to the fastener with the scalpel’s blade.

6. Using a pulling motion, cut the fastener, and repeat as needed.
String
Steps 7 & 8

7. Once the ends are separated from one another, remove the fastener from the work.

8. Assess the work’s condition, and begin repairs as needed.
THANK YOU!

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