PAPER FLATTENING

Basic Preservation Techniques

Farmingdale Public Library
April 25, 2016

Sponsored by: LILRC Conservation & Preservation Committee
Overview

Paper flattening restores the document to its near original state, allowing for reference access and proper storage. Note: Some creases may always remain. For additional support, see Encapsulation.
Paper Flattening
Steps 1 & 2

1. Assess the condition of the work.

2. Using the rounded end of a micro-spatula, locate the edges of the document.
3. Secure the edge of the document, and unfold each corner of the document.

4. Press lightly and smooth out each crease of the folded document with a bone folder. Move perpendicular to each crease.
Paper Flattening
Steps 5 & 6

5. Smooth out each crease of the folded document.

6. Turn over the document, and repeat Steps 1 – 5 on the opposite side.
Paper Flattening
Steps 7 & 8

7. Place the book board on a clean, even surface.
8. Place a piece of parchment or blotting paper on the board, and then place the document on top of the paper.
Paper Flattening
Steps 9 & 10

9. Place a second piece of parchment or blotting paper on top of the document.

10. Place a second board on top of the document.
11. Place a weight on top of the boards, and allow the document to set over time; average setting time varies based on the level of damage.
THANK YOU!

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