ARCHIVES ON A SHOESTRING II
Intermediate Preservation Techniques

Farmingdale Public Library
May 2, 2017

Sponsored by: LILRC Conservation & Preservation Committee
Workshop Agenda

I. Introduction to Basic Preservation Principles:
   - Preservation Principles
   - Commonly Found Archival Materials

II. Basic Preservation Tools – Minimum Set

[Break Period]

III. Demonstration Session A
   - Paper Flattening
   - Encapsulation

[Break Period]

IV. Demonstration Session B
   - Pamphlet Sewing
   - Envelope Enclosures

V. Support & Essentials
   - Supplies and Suppliers
   - Basic Archives and Preservation Bibliography

VI. Q&A/Open Discussion

VII. Closing Remarks
Department Tutorials

http://guides.library.stonybrook.edu/preservation/tutorials
SECTION I: BASIC PRESERVATION PRINCIPLES
Preservation Principles: Specific Principles

- Appraisal is both necessary and desirable.
- Keep the original.
- Keep multiple copies of objects.
- Do the minimum necessary to stabilize and preserve the object.
- Preservation actions should not exceed the abilities of the personnel who apply them.
- Preservation actions should aim at the highest quality possible.
- Preservation actions should not harm the object.
- Preservation actions should be documented.
- Preservation actions should adhere to ethical considerations.

-The Preservation Management Handbook, pg.18
Commonly Found Archival Materials

The modern manuscript collection contains the following:

- Paper records or documents
- Photographs
- Newspapers & Journals
- Audio materials, i.e. audio cassettes
- Video materials, i.e. VHS videotapes
- Artifacts, i.e. framed awards or proclamations
- Digital materials, i.e. 3.5 floppy disks
SECTION II: BASIC PRESERVATION TOOLS
Basic Preservation Tools – Minimum Set

Minimum set of tools is as follows:

• X-acto or Scalpel (#10)/Book Knife
• Bone Folder (Teflon or bone)
• Tweezers & Calipers
• Book Awls
• Double-sided tape & Velcro Dots
• Ruler & Pencils
• Air Bulb & Erasers
• Cleaning Brush & Cleaning Pads
• Re-sealable Cutting Mat
• Mending tapes (opaque & transparent)
• Linen Thread & Book Needles
• Test Pen or Strips
Basic Preservation Tools – Minimum Set

- Scissors & Shears
- Micro-spatula & Staple Remover
- Brushes & Cotton swabs
- Metal Knitting Needles
- Brayer & Squeegee
- Weights (bricks, boards & bags)
- Metal Book Corners & Rods
- Ace Bandage & Plastic Rods
- Adhesives & Cleaners
- Gloves (Cotton & Poly-Vinyl)
BREAK
SECTION III: DEMONSTRATION A

PAPER FLATTENING
Paper Flattening

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 microspatula, locate the edges of the document.
3. Secure the edge of the document, and gently unfold each corner.

4. Press lightly and smooth out each crease of the folded document with a bone folder. Move perpendicular to each crease.
5. Smooth out each crease of the folded document.

6. Turn over the document, and repeat Steps 1 – 5 on the opposite side.
7. Place a clean, smooth piece of book board on an even surface.

8. Place a piece of wax or blotting paper on the board, and then place the document on top of the paper.
9. Place a second piece of wax or blotting paper on top of the document.

10. Place a second clean, smooth 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.
SECTION III: DEMONSTRATION A
ENCAPSULATION
Encapsulation

Encapsulation is the process whereby documents are encased between two pieces of inert plastic, creating an envelope which protects the document from the environment while supporting the overall structure of the work.
Encapsulation
Steps 1 & 2

1. Lay out a piece of 3mm Mylar, and position the item to be encapsulated on top.

2. Measure the length and width of the item, adding at least 1 inch to each side; cut two pieces of mylar to those dimensions.
Encapsulation
Steps 3 & 4

3. Position the item to be encapsulated in the center of one piece of mylar

4. Place a soft weight on top of the item to be encapsulated.
Encapsulation
Steps 5 & 6

5. About ¼ inch from the document’s edge, measure out a piece of double-sided tape along the short side, leaving at least ½ inch of room at each corner.

6. Repeat Step 5 on the adjacent side. Do not overlap the tape, and leave a small space between each end of tape to allow the item to breath.
Encapsulation
Steps 7 & 8A

7. Repeat Step 5 for the third side of the item, and then check the spacing around the item.

8A. Repeat Step 5 for the 4th side, OR leave open to allow future removal of the document.
Encapsulation
Steps 8B & 9

8B. Cut each piece of double-sided tape after affixing the loose end to the Mylar, and unrolling the tape along the item’s side.

9. Place the other piece of cut mylar on top of the item.
10. Holding the top piece of Mylar with one hand, remove the weight, and place it on top of the two pieces of Mylar.

11. Roll back the short end of the Mylar, and peel off the top piece of double-sided tape backing.
Encapsulation
Steps 12 & 13

12. Slowly roll back the folded over end of Mylar onto the top, adhesive side of the Mylar, and apply even pressure to adhere.

13. Reposition the weight near the short side end of the Mylar.
Encapsulation
Steps 14 & 15

14. Roll back the top side of Mylar towards the affixed end, and re-place the weight on the item.

15. Peel back the top side of the double-sided tape’s backing half way down each parallel length of tape.
Encapsulation
Steps 16 & 17

16. Slowly roll back the Mylar onto the parallel pieces of exposed double-sided tape, and apply even pressure to adhere.

17. Peel back the remaining top side of the double-sided tape’s backing.
Encapsulation
Steps 18 & 19

18. Repeat Step 16 for the remainder of folded over Mylar.

19. Use the brayer to smooth out all sides of the enclosure.
Encapsulation
Steps 20 & 21

20. An alternate method to Step 19 is to use an index card and bone folders to smooth down each side of the enclosure.

21. Using a straight edge and scalpel, trim off any excess Mylar.
Encapsulation
Steps 22 & 23

22. Use the corner rounder to round out each side corner of the enclosure to prevent tearing.

23. Review the work, and then file the item.
SECTION IV: DEMONSTRATION B

PAMPHLET SEWING
Pamphlet Sewing: Step-By-Step

Pamphlet sewing is the process by which soft bound pamphlets, journals, magazines or music scores are sewn into a binder for protection from environmental pollutants; the resulting cover additionally protects the work and makes its accessible for reference and research.
Pamphlet Sewing: Step-By-Step
Step 1

1. Find a binder that fits the work best
Pamphlet Sewing: Step-By-Step
Steps 2 & 3

2. Cut binder to size if it is too big

3. Round the corners
Pamphlet Sewing: Step-By-Step
Steps 4 & 5

4. Fit work in binder, cutting down the binder to fit if necessary

5. Lift up the prongs of the staples in the middle of the work. Then flip over and remove staples from the outside.
Pamphlet Sewing: Step-By-Step

Steps 6 & 7

6. Use an eraser on any rust marks. Then press down any bumps with a bone folder.

7. Measure out and apply a piece of Filmoplast P equal to the length of the inside spine.
Pamphlet Sewing: Step-By-Step

Steps 8 & 9

8. Press down the Filmoplast P with a bone folder to bond it to the paper

9. Repeat steps 7-8 for the outer spine of the work.
Pamphlet Sewing: Step-By-Step Steps 10 & 11

10. If very damaged, leave extra filmoplast on the top and bottom of the outside cover. Fold the extra film over to the other side of the cover to strengthen the ends, and press into place.

11. Refold and center the work in the binder.
12. Open the work in the binder with the top cover facing you. Make sure the work is centered in the binder.

13. Center an awl in the middle of the work. Pierce the work and binder firmly with the awl while keeping the work centered.
14. Pierce the top of the work and binder with the second awl, about 1-1½ inches from the top.

15. Pierce the bottom of the work with the last awl, leaving the same amount of space from the edge as the top awl.
Pamphlet Sewing: Step-By-Step
Steps 16 & 17

16. Awls should protrude about an inch from the back of the binder’s spine

17. Measure out thread 4 times the length of the work, with a little extra. Thread the needle.
18. Make a simple knot at the end of the thread by drawing the needle through its own loop and pulling tight. Leave at least a 2 inch tail.
19. Remove the center awl and insert the needle from the inside spine, out

20. Remove the bottom awl and push the needle through from the back to the front
Pamphlet Sewing: Step-By-Step

Steps 21

21. Unspin the thread if it is twisted
22. Push the needle through the center again, being careful not to bisect the existing thread in the hole. Straighten any twisted thread.

23. Individually pull the threads tight by pulling up, parallel to the spine. Pulling perpendicular or down will cause the binder to tear.
24. Make a knot by looping through the sewn thread on the spine and pulling the needle through the existing loop. Tug each thread tight, against pulling up, parallel to the spine.

25. Remove the top awl and push the needle through from the outside, in. Straighten any twisted thread.
Pamphlet Sewing: Step-By-Step
Steps 26 & 27

26. Turn the book so the top is facing you. Pull the needle under the thread right behind the knot in the middle. Fix any twisting and pull tight.

27. Double back of the thread that was just tightened (closest to you) and push the needle under it from the opposite side. Push the needle through the resulting loop while keeping the tension of the last stitch.
28. Tighten the knot under the first knot while keeping the thread taut.

29. Cut the excess thread at least 1 ½ inches away from the knot.
Pamphlet Sewing: No Spine Flap
Steps A & B

a. Place a piece of tattle tape close to the edge of the spine on the back inside cover.

b. Press the tape down with a bone folder
Pamphlet Sewing: No Spine Flap

Step C

c. Place Filmoplast P90 (white, opaque) over the strip if the cover is white to conceal the tattle tape. If the cover is colored, just use Filmoplast P (clear), to help the tape adhere. Press down with a bone folder.
d. Use PVA glue to seal the exterior thread on the spine. Pay extra attention to the center knot.

e. Leave the work to dry.
SECTION IV: DEMONSTRATION B
ENVELOPE ENCLOSURES
Envelope Enclosures: Step-By-Step

Envelope enclosures is the process by which smaller soft bound pamphlets, journals, magazines or flat ephemera are placed into envelopes which are then glued or sewn into a binder for protection from environmental pollutants; the resulting cover additionally protects the work and makes its accessible for reference and research.
1. Locate an envelope that fits the object.

2. Test inserting and removing the object from the selected envelope. If you can safely remove the object from the envelop, proceed to the next step.
Envelope Enclosures: Step-By-Step
Steps 3 & 4

3. Select a appropriately sized binder.
4. Trim the binder as needed.
5. Place the envelope on the trimmed binder, and mark the edges for additional trimming; the item should be sized to fit so that the binder fits the appropriate materials size for the item [and your catalog record].

6. Trim the binder as needed.
Envelope Enclosures: Step-By-Step
Steps 7 & 8

7. Round the corners of the binder to prevent tearing when shelved.

8. Make a color copy of the item’s cover, and then ensure it spacing on the reverse side of the envelop.
Envelope Enclosures: Step-By-Step
Steps 9 & 10

9. Apply double-sided tape to the reverse side edge of the label.

10. Repeat Step 9 for each side of the label.
Envelope Enclosures: Step-By-Step
Steps 11 & 12

11. Round the corners of the label to prevent tearing when affixing the label to the envelop.

12. Flip the envelop over so the flap is facing down.
Envelope Enclosures: Step-By-Step
Steps 13 & 14

13. Apply double-sided tape to the reverse side edge of the envelop.

14. Repeat Step 13 for each side of the envelop.
Envelope Enclosures: Step-By-Step
Steps 15 & 16

15. Place a single strip of double-sided tape in the center of the envelop; do not overlap the tape on the edges.

16. Peel off tape on all sides.
Envelop Enclosures: Step-By-Step
Steps 17 & 18

17. Center the envelop and ensure even spacing on all side (mark as needed).

18. Press down on the top edge first.
Envelope Enclosures: Step-By-Step
Steps 19 & 20

19. Bone fold the envelop to remove any crease and too ensure a tight seal of the tape.

20. Select and cut off a Velcro dot [both sides].
21. Fold the Velcro dot over so that both sides are adhered to one another, and peel the adhesive, paper backing off the hard hook [plastic side], and adhere it to the top center of the envelop flap.

22. Peel the adhesive, paper backing off the soft loop, and fold the flap over into its normal closed position and press firmly down.
23. Place the object into the envelop, and test its fit.

24. Remove the object and close the flap.
25. Peel the backing off the double-sided tape on the label’s four sides.

26. Position the label in the center of the envelop and press firmly down.

28. Affix a security strip to the interior edge of the spine. If your materials do not circulate, skip this step and go to Step 30.
Envelope Enclosures: Step-By-Step
Steps 29 & 30

29. Bone fold the security strip to the interior edge of the spine folder over.

30. Peel back the adhesive paper backing.
Envelope Enclosures: Step-By-Step
Steps 31 & 32

31. Fold over the spine flap.

32. Bone fold spine flap to the back of the binder to ensure a tight seal and no creases.
Envelope Enclosures: Step-By-Step
Steps 33 & 34

33. Repeat Step 32 on the front of the binder’s spine flap.

34. Add barcodes or other organizational authority markings to the object as per standard, and shelve.
SECTION V: SUPPORT & ESSENTIALS
SUPPLIES VENDORS
Archival & Preservation Materials Suppliers


SECTION V: SUPPORT & ESSENTIALS

READING MATERIALS
Basic Archives and Preservation Bibliography


FOR MORE INFORMATION...
Access This Presentation and More

http://guides.library.stonybrook.edu/preservation/tutorials
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QUESTIONS?
THANK YOU!

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