

Protective Enclosures for Archival Materials

Books

Ideally stored upright or spine down to prevent gravity from pulling pages out
Shelve by size and like material
Ideally, books should not be stacked
Should fit on shelves
Damaged books can either be boxed, wrapped in paper or tied with undyed cotton tape
Examples - boxes, book totes and book ends

Paper

Store size, weight, materials separately
Remove fasteners. If absolutely necessary, use rust proof staples. Alternatively, use buffered paper to separate.
10-15 sheets per folder
Flat vs. hanging files
 With flat storage, the item has more complete support, but consider weight when stacking. Takes up more space.
 Use hanging files for stable items only. Use if materials are supported so they do not slump. Use inert foam or board to fill spaces.
Oversized – d-i-y folders, flat storage in map cases or boxes.
Rolling on tubes is an option. Must not be brittle or fragile.
Newspaper – deteriorates rapidly. Copy using bond paper. Store copies separately.

Photographs

Can be boxed, flat or upright.
Flat storage provides overall support
Could be more difficult to retrieve; more shuffling
Upright storage provides easier retrieval
Could cause slumping; make sure to support
Choose best method for your collection and use.
Most important to have photos in enclosures to reduce possible damage from handling.

Magnetic and Digital Media

Inherently unstable
Can be stored in polypropylene enclosures and jewel cases, in boxes, or custom storage units
Most important is stable relative humidity and temperature -
Recommendations range from 40° F - 68° F and 20 – 40% RH
Keep away from radiation, magnetic fields and sunlight
Stay away from trends; tend to be short-term and will become obsolete.
Back up media and retain originals.
If possible, preservation efforts should be made towards digitization rather than preserving obsolete and outdated media

Resources:

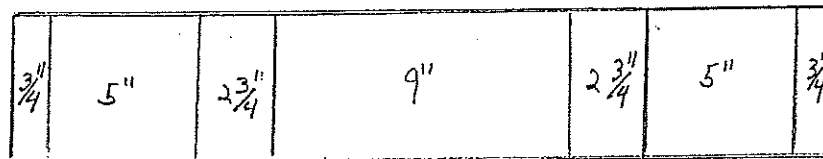
http://www.nedcc.org/resources/leaflets/4Storage_and_Handling/05ProtectingBooks.php
http://www.sos.ga.gov/archives/how_may_we_help_you/care_for_records/Preservation_Basics.pdf
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<http://www.mnhs.org/preserve/conservation/reports/caringbooks.pdf>
<http://www.mnhs.org/about/publications/techtalk/TechTalkMarch1997.pdf>
<http://www.cci-icc.gc.ca/crc/notes/index-eng.aspx>
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http://www.clir.org/pubs/reports/pub54/5premature_degrade.html

A Simple, Inexpensive Book Cradle

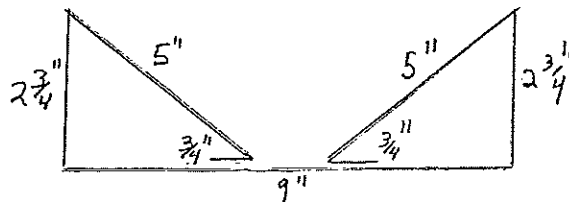
By
Tim Herstein

Let's say you have a book that is 8" high, 5" wide and 1" thick.

1. Cut a long strip of 4 ply ragboard 8" wide, the height of your book.
2. On a flat surface, open your book to the desired opening using foam to support the front and back covers. Open the book only as far as it will go with gentle pressure, looking for signs of stress on binding, spine and gutter.
3. Measure the distance between the edges of the front and back covers. For example 9". Write 9" on a piece of paper.
4. Measure the distance from the work surface to the corner of the book. For example $2\frac{3}{4}"$. Write $2\frac{3}{4}"$ on either side of the 9" on your piece of paper.
5. Measure the distance from the corner of the book to the spine. For example 5". Write 5" outside of $2\frac{3}{4}"$ on your scrap of paper.
6. Write $\frac{3}{4}"$ outside of the 5" on your scrap of paper. Your measurements should look like this: $\frac{3}{4}" - 5" - 2\frac{3}{4}" - 9" - 2\frac{3}{4}" - 5" - \frac{3}{4}"$ *
7. Going from left to right on your 8" wide strip of 4 ply, mark the distances you recorded. At those marks score about halfway through the board with sharp utility knife. Cut off excess on right.



8. Fold into Stand. Attach the $\frac{3}{4}"$ sections to the 9" section with double sided tape or hot glue. Attach them leaving a space the thickness of the book, in this case 1", where spine will sit.



*These measurements will vary depending on the size of your book, how far it is open, and to where it is open.