

Working with Archival Materials: Resource Packet

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Visiting Presenter:

Jess Ortegon (they/them)

Conservation Resident

Northwestern University Libraries

jortegon@northwestern.edu | jortegon@udel.edu

Overview:

This packet provides additional supplementary information to the presentation, “Working with Archival Materials: Inspection, Housing, and Treatment” following the outline below:

1. General Information
2. Inspection/Assessment Resources
3. Surface Cleaning
 - a. Resources
 - b. Tutorials
 - c. Links to Vendors
4. Housing
 - a. Links for Ordering Boxes
 - b. Material Information
 - c. Tutorials for box making and customization
5. Treatment
 - a. Finding a Professional/Conservator
 - b. Recipes for Adhesives
 - c. Tutorials
6. Courses
7. Suppliers For Tools and Housing Materials

General Information

NEDCC PReservation Leaflets:

<https://www.nedcc.org/free-resources/preservation-leaflets/overview>

Library of Congress Preservation:

<https://www.loc.gov/preservation/>

CCAHA Education Resources:

<https://caaha.org/resources>

Inspection/Assessment

Gunselman, Cheryl, "Assessing Preservation Needs of Manuscript Collections with a Comprehensive Survey." *The American Archivist* 70, Spring/Summer (2007): 151-169.

https://meridian.allenpress.com/american-archivist/article-pdf/70/1/151/2053323/aarc_70_1_0u5455873x028061.pdf

Library of Congress, "Care, Handling, and Storage of Books".

<https://www.loc.gov/preservation/care/books.html>

Yale Library, 2002, "Care & Handling of Special Collections Materials."

<https://guides.library.yale.edu/speccollhandling>

The Met, 2022, "The Care and Handling of Library Collections."

<https://www.metmuseum.org/perspectives/videos/2022/2/watson-book-handling>

National Parks Service, "Handling Archival Documents And Manuscripts." *Conserve O Gram* 19, no. 17 (1996): 1-4. <https://www.nps.gov/museum/publications/consveogram/19-17.pdf>

Surface Cleaning

Resources:

LBHF Libraries, "Conservation Concerns."

<https://lbhflibraries.wordpress.com/2023/10/19/conservation-concerns/>

CCAHA, "Managing A Mold Infestation: Guidelines for Disaster Response."

<https://caaha.org/resources/managing-mold-infestation-guidelines-disaster-response>

NEDCC, "Disaster ASsistance."

<https://www.nedcc.org/free-resources/disaster-assistance/>

Tutorials:

Philatelic Preservation, 2014, "Dry cleaning paper with a smoke sponge."

<https://www.youtube.com/watch?v=zinsJ6F0Kuk>

Gowler, Stephanie, 2019, "Surface Cleaning Documents.", *Indiana Historical Society*.

<https://indianahistory.org/wp-content/uploads/2019.11-Surface-Cleaning.pdf>

Links to Vendors:

[Belfor](#)

[BMC Cat](#)

[Polygon Group](#)

[Midwest Freeze Dry](#)

[Brouwer Brothers Steamatic](#)

Housing

Links for Ordering boxes:

[Talas: Custom Enclosures](#)

[HF Group Kaseboxes](#)

Material Information:

National Parks Service, "Safe Plastics and Fabrics For Exhibit and Storage." *Conserve O Gram* 18, no. 2 (2004)1-7. <https://www.nps.gov/museum/publications/conserveogram/18-02.pdf>

Gaylord Archival, "Know Your Archival Plastics."

<https://www.gaylord.com/resources/know-your-archival-plastics-infographic>

Tutorials for box making and customization:

DAS Bookbinding:

<https://www.youtube.com/playlist?list=PLZbEml0uyM4tKqVY-soDaraxo5rZlHg4e>

Sustainable Heritage Network, "How to Make a Custom Box."

<https://www.sustainableheritagenetwork.org/digital-heritage/how-make-custom-box-tutorial>

Sustainable Heritage Network, "Making a Four Flap Enclosure for Library and Archival Materials."

<https://www.sustainableheritagenetwork.org/digital-heritage/making-four-flap-enclosure-library-and-archival-materials-tutorial>

Hyslop, Jessica, 2015, "How to Make a Non-Adhesive Phase Box." *West Dean*:

<https://www.westdean.ac.uk/blog/how-to-make-a-non-adhesive-phase-box>

Carlson et al., 1994, "Boxes for the Protection of Books: Their Design and Construction." *Library*

of Congress: <https://catalog.hathitrust.org/Record/003131174>

Archival Methods, 2015, "Interleaving Artwork with Archival Tissues, Papers and Films."
<https://www.archivalmethods.com/blog/interleaving-artwork/>

Treatment

Finding a Professional or Conservator:

[American Institute for Conservation: Find a Professional](#)
[American Institute for Conservation: Find a Conservator](#)

Recipes for Adhesives:

DAS Bookbinding:

<https://www.youtube.com/playlist?list=PLZbEml0uyM4sH9ZDgpDbEqfHFPV8ZPOvy>

American Institute for Conservation, 2022, "Book and Paper Group: Adhesive Recipes and Tips":

https://www.conservation-wiki.com/wiki/BPG_Adhesive_Recipes_and_Tips

The Book and Paper Gathering, 2016, "Paste-making tips with two recipes":

<https://thebookandpapergathering.org/2016/10/20/paste-making-tips-with-two-recipes/>

Kelly et al., 2022, "Heat- and Solvent-Set Repair Tissues." *Journal of the American Institute for Conservation* 16, no. 1: 24-54.

<https://www.tandfonline.com/doi/full/10.1080/01971360.2020.1795982>

Tutorials:

Meredith Zhou, Smithsonian Archives, 2019, "Heat-set Tissue Mending."

<https://www.youtube.com/watch?v=P3sK0K7jSAI>

Courses:

Beloit College, Center for Collections Care:

<https://www.beloit.edu/summer-programs/center-for-collection-care/courses/>

American Institute for Conservation: For Collections Care Professionals

<https://learning.culturalheritage.org/collections-care>

NEDCC, Preservation 101: Preservation Basics for Paper and Media Collections

<https://www.nedcc.org/pres101>

NEDCC, Current Training Programs:

<https://www.nedcc.org/preservation-training/training-currentlist>

CCAHA, Fee-for-Service Workshops:

<https://ccaha.org/education/fee-service-workshops>

Suppliers for Tools and Housing Materials

[Talas Online](#)

[Gaylord Archival](#)

[Hollinger Metal Edge](#)

[Nilfisk Industrial Vacuums](#)

[McMaster-Carr](#)

[Archival Methods](#)