WELCOME TO THE WEBINAR.

Hi, every.

This is Hope Kendall from Learning Times. Thanks so much for joining us today for the third session in Collection Care Basics, where do I begin?

I want to remind folks that we are going to remove this chat pane which is asking everybody to say hello and thanks to all of you. We are over 230 log-ins, had a great turnout for the session so far and we're really looking forward to your participation. When we move the chat window away, there will still be a chat window but it will be a moderated Q&A so your questions will come in, if there's any technical issues type them in there as well.

We'll keep an eye on questions when there's times during Q&A moments as well as I'll keep an eye on technical issues and respond to those privately and help people out privately. So as we're ready to get going I'm going to turn things over to Kristin who's going to kick off our session.

I'm going to start the recording and Kristen, whenever you're ready the floor is yours.

Thank you so much, Hope. This is Kristin from Heritage Preservation. I apologize for my scratchy
VOICE BUT HOPEFULLY YOU CAN HEAR ME WELL TODAY AND I WANT TO WELCOME YOU BACK TO "CARING FOR YESTERDAY'S TREASURES TODAY" AND THIS CLASS WE'RE GOING TO BE HAVING IN OUR COLLECTIONS CARE BASICS SERIES AND THANKS TO THE INSTITUTE OF MUSEUM AND LIBRARY SERVICES AND TO LEARNING TIMES FOR MAKING THESE WEBINARS POSSIBLE FOR US.

JUST A FEW TIPS.
I'M ABOUT TO DRAG AWAY THIS HELLO BOX THAT AS HOPE MENTIONED AND IF YOU'RE HEARING ANY ECHOES YOU MIGHT BE LOGGED IN TWICE SO YOU MIGHT WANT TO CHECK YOUR OPEN WINDOWS ON YOUR COMPUTER AND IF YOU'RE HAVING ANY SPOTTINESS WITH THE AUDIO YOU MIGHT WANT TO QUIT OUT OF ANY OTHER PROGRAMS YOUR COMPUTER MIGHT BE RUNNING LIKE E-MAIL OR WORD PROCESSING.

SO I DON'T MEAN TO CUT ANYBODY OFF HERE BUT I'M GOING TO MINIMIZE THIS WINDOW AND DRAG IT AWAY.

BUT THANK YOU FOR SAYING HELLO AND HAS OPEN MENTIONED YOU WILL STILL HAVE AN OPPORTUNITY TO SPEAK TO US IN THIS Q&A, ESPECIALLY YOU'RE HAVING TECHNICAL ISSUES HOPE CAN HELP YOU WITH THOSE AND IF YOU'RE HAVING ANY QUESTIONS OR ANYTHING YOU WANT TO COMMUNICATE TO ME YOU CAN TYPE IN HERE AS WELL AND IF THERE ARE QUESTIONS ABOUT THE TOPIC WE WILL MAKE SURE THAT THEY'RE PUBLISHED AND WE'LL GET TO YOUR QUESTIONS.

AGAIN THIS IS OUR THIRD IN A SERIES OF SIX WEBINARS.
COLLECTION STORAGE AND HANDLING TODAY I THINK IT WILL ADDRESS SOME OF THE ENVIRONMENTAL
CHALLENGES WE DISCUSSED LAST WEEK.
WE HAVE TWO MORE WEBINAR THIS WEEK, ONE TOMORROW, ONE THURSDAY AND THEN A FINAL ONE NEXT WEDNESDAY.
AND WE'VE GOTTEN SUCH GREAT INTEREST IN THIS COURSE AS HOPE MENTIONED THAT WE ALREADY HAVE 250 PEOPLE LOGGED IN TODAY AND WE WILL BE IN TOUCH WITH ALL OF YOU, WE HOPE, IN SOME WAY OR ANOTHER BUT IT WAS GREAT TO HEAR LAST WEEK THAT WE'VE GOT PARTICIPANTS AS FAR AWAY AS BELIZE, ALASKA, HAWAII, AND THAT WE'RE NOT SURE IF THE FOLKS FROM SWEDEN ARE WATCHING LIVE OR NOT. WE GAVE THEM A BIT OF A REPRIEVE BUT WE DO HAVE A GROUP FROM SWEETEN. AND EVERYONE.
IN BETWEEN AS WE WERE SEEING IN THE HELLO BOX TODAY. TODAY I THOUGHT JUST TO GET A SENSE OF THE GROUP WE WOULD ASK THAT WHAT YOU DO WITH YOUR INSTITUTION.
NOW, I KNOW IT'S A HUGE VARIETY THAT WE HAVE AND THIS IS NOT AN EXHAUSTIVE LIST BUT IT'S HOPEFULLY GOING TO CAPTURE JUST ABOUT EVERYBODY AND YOU CAN CHECK MORE THAN ONE BOX IF YOU WEAR MORE THAN ONE HAT.
I KNOW THAT A LOT OF US DO HOPEFULLY EVERYONE'S SEEING THAT ON THE SCREEN SO FEEL FREE AND IF YOU CAN FIND YOUR ROLE GIVE IT A WHIRL.

I WANTED TO ANSWER A QUESTION THAT RONALD HAD. IN CASE YOU'RE WONDERING WHICH SESSIONS YOU'VE REGISTERED FOR, WE CAN -- YOU'RE CERTAINLY WELCOME TO E-MAIL US.
IF YOU'RE PARTICIPATING IN THIS AREA, YOU'RE WELCOME TO ALL THE WEAPON FARS, OUR NEXT COURSE IS ON RISK ASSESSMENT AND THAT BEGINS IN FEBRUARY ON TUESDAY, FEBRUARY 5 BUT WE WILL BE GETTING YOU -- BE ASSURED IF YOU ARE REGISTERED YOU WILL BE GETTING E-MAIL REMINDERS FROM US SO I SEE WE HAVE A LOT OF PEOPLE WEIGHING IN ON THIS AND A NICE MIX OF OUR RESPONSIBILITIES. LOTS OF COLLECTION MANAGERS, REGISTRARS WE'RE HAPPY TO SEE THAT. HERITAGE PRESERVATION HAS BEEN DOING A NUMBER OF ONLINE CONTINUING EDUCATION OPPORTUNITIES AND WE'VE BEEN DOING A LOT OF OUTREACH AND HAVE FOUND THAT MOSTLY WE HAD BEEN REACHING MUSEUM AND HISTORICAL SOCIETIES WHICH IS TERRIFIC. WE WERE HAPPY TO DO THAT. BUT WE ALSO WANT TO MAKE SURE THAT THE ARCHIVE AND LIBRARY COMMUNITY HAD A CHANCE TO BENEFIT FROM THIS SORT OF OFFERING SO THAT'S WHY WE'RE DOING THIS SERIES AND I'M SO GLAD TO MEET SO MANY NEW LIBRARY COLLEAGUES. LOOKS LIKE WE'RE HAVING A LITTLE HARD TIME SEEING EVERYTHING ON THE SCREEN. I DON'T KNOW IF HOPE HAS ANY SUGGESTIONS IN RESIZING IT. >> I DON'T HAVE SUGGESTIONS. USUALLY IF YOU CAN'T SEE EVERYTHING THERE SHOULD BE A SCROLL BAR. I THINK WE HAVE A LOT OF CONTENT SO I THINK WHAT HAPPENS FOR PEOPLE WITH SMALLER MONITORS IS THAT THINGS KIND OF GET A LITTLE CRUNCHED DOWN. IF YOU'RE HAVING A HARD TIME
SEEING ANYTHING I DON'T -- PARTICULARLY FOR THE SLIDES I DON'T WANT YOU TO HAVE TO SCROLL AROUND BUT FOR THIS POLL YOU SHOULD -- IT SHOULD PRESENT SCROLL BARS AND LET US KNOW IF WHEN THE SLIDES COME BACK UP IF YOU ARE HAVING A PROBLEM SEEING THE SLIDES I CAN MAKE SOME SUGGESTIONS PRIVATELY AS WELL. >> OKAY, I'LL KEEP IN MIND FOR THE FUTURE. FEWER OPTIONS MIGHT BE BETTER. AND THEN, OF COURSE, IF YOU HAVEN'T ALREADY YOU'RE WELCOME TO JOIN THE COLLECTING ONLINE COMMUNITY AND WE DO ASK THAT WE APPROVE YOUR REGISTRATION JUST TO MAKE SURE EVERYONE'S LEGIT AND IT MIGHT TAKE US A DAY OR SO TO GET THAT APPROVAL BUT IT'S A GREAT RESOURCE. YOU CAN CONTINUE THESE CONVERSATIONS ONLINE AND WE'RE SO HAPPY THAT A NUMBER OF CONSERVATORS ARE ON THE ONLINE COMMUNITY AND HAVE BEEN RESPONSIBLE TO PEOPLE'S INQUIRIES. ALSO A REMINDER THAT THIS WHOLE COURSE HAS A HOME ON THE HOME PAGE. ALL OF THESE ASSIGNMENTS ARE THERE. POWERPOINT COPIES ARE UP THERE AND WE'RE DOING OUR BEST TO GET THE POWERPOINTS UP THE MORNING OF THE WEBINAR IF NOT THE DAY BEFORE SO IF YOU DO WANT TO PRINT IT OUT SO YOU CAN FOLLOW ALONG YOU CAN DO THAT. AND WE ARE WORKING ALSO ON GETTING THE CLOSED CAPTIONING TEXT SO THAT YOU CAN HAVE A BIT OF A TRANSCRIPT AND HAVE THAT POSTED ON THE WEB SITE. JUST -- IT MIGHT BE AN EASIER
Way to do a ready reference to the information that you're hearing over the webinar. We have been sending out after the end of each webinar we've been sending out an e-mail to you and hopefully you've been getting it which will give you a link to today's recording. So if you do want to revisit anything, if you want to share it with a colleague you'll have all that on hand. At the end of the month we will post them all on that page on the web site. And this is a great way in case you've missed a webinar please look out for those e-mails so that you have a chance to do catch up work. If you're working towards earning our certificate by participating in all six webinars and doing all six home work assignments, do check that collections care basic web page for the home work assignments. It's a link to a survey monkey and you can fill that out and they're pretty short and we've had a really great turnout. People doing home work for class one and two and I think donia will reference the quiz results from class two. If you haven't had a chance to fill it out it's not too late. You can have up until January 31 to get those home work assignments done. But if you're having any questions about seeing, recording, or getting the home work assignments. I think that's all I have today. I'm going to turn everything
OVER TO DONIA AND I WANT TO WELCOME HER BACK. SHE GAVE US A GREAT OVERVIEW LAST WEEK. SHE SPECIALIZES IN BOOK CONSERVATION AND DOES PRESERVATION TRAINING. CURRENTLY SHE’S TEACHING PRESERVATION MANAGEMENT AND COLLECTIONS MAINTENANCE FOR SIMMONS COLLEGE GRADUATE SCHOOL OF LIBRARY AND INFORMATION SCIENCE. AND AGAIN IF YOU HAVE QUESTIONS FOR US, PLEASE FEEL -- PUT THAT IN THE Q&A BOX. LET ME CLOSE THE SCREEN AND RAISE THAT POWERPOINT. >> TODAY IT’S GOING TO BE A BIT OF A WHIRLWIND. WE’VE GOT A LOT TO COVER IN A SHORT PERIOD OF TIME AND BECAUSE OF THAT I’M GOING TO LET YOU KNOW RIGHT NOW WE'RE GOING NOT TO BE ABLE TO COMPREHENSIVELY COVER EVERYTHING BUT I’M GOING TO BE GIVING YOU RESOURCES AT THE END OF THIS WEBINAR WHERE YOU CAN GO GET MORE INFORMATION. SO I'M JUST GIVING YOU THAT LITTLE CAVEAT RIGHT NOW. I DID TRY TO GO THROUGH ALL OF YOUR HOME WORK ASSIGNMENTS FROM THE FIRST SESSION AND KIND OF GATHERED TOGETHER MATERIALS THAT SEEMED TO COME UP REPEATEDLY SO I'M HOPEFULLY GOING TO COVER MOST OF THOSE BUT FOR SOME OF THE OUTLIERS WE MAY NOT GET TO IT. SO WHAT WE ARE TALKING ABOUT TODAY IS REALLY STORAGE AND HANDLING. AND WHAT WE’RE GOING TO START OFF BY TALKING ABOUT IS REALLY WHAT IS ARCHIVAL BECAUSE MOST OF US CAN LOOK AT A CATALOG AND AND
GET A SENSE OF WHAT’S GOING ON. 
BUT SOMETIMES THINGS JUST SAY 
ARCHIVAL.
WE’RE GOING TO TALK A LITTLE BIT 
ABOUT STORAGE FURNITURE, STORAGE 
SPACES, AND THEN THE ACTUAL 
PRACTICE IN STORAGE AND HANDLING 
AND THEN FINALLY END UP WITH 
JUST A LITTLE BIT ON POLICIES 
AND GUIDELINES. 
SO IT’S KIND OF WHERE WE’RE 
GOING TODAY VERY QUICKLY. 
SOME ARCHIVAL IN THE WORD IN AND 
OF ITSELF IS REALLY NOT A 
MEASURABLE WORD. 
IT IMPLIES THAT MATERIALS ARE 
CHEMLY STABLE, BUT WE REALLY 
NEVER KNOW WHY IF THE ONLY 
DISTRIBUTOR IS ARCHIVAL. 
SO WHAT SHOULD WE WE REALLY BE 
LOOKING FOR? 
WE REALLY WANT TO LOOK FOR 
MATERIALS THAT ARE Labeled "ACID 
FREE." 
BUT ALSO BUFFERS AND LIGNIN. 
LIGNIN FREE. 
MATERIALS SHOULD HAVE A P.H. OF 
SEVEN AND SEVEN AND A HALF AT 
THE TIME OF MANUFACTURE. 
THESE WILL ABSORB ACIDS BEFORE 
BECOMING ACIDIC THEMSELVES AND 
PAPER THAT FALSE IN UNDER THIS 
CATEGORY IS YOUR STANDARD 
PHOTOCOPY PAPER. 
IF YOU TEST THAT WITH A P.H. PEN 
IT WILL COME OUT AS BEING ACID 
FREE BUT WE ALL KNOW PHOTOCOPY 
PAPER THAT WE GET FROM STAPLES 
OR WHOMEVER DOESN’T STAY THAT 
WAY. 
WHAT WE REALLY WANT TO LOOK FOR 
IS PAPER THAT IS ALSO LIGNIN 
FREE. 
LIGNIN IS A COMPONENT OF GROUND 
WOOD PULP PAPER. 
THAT IS INCREDIBLY UNSTABLE AND 
AS IT DEGRADES ACTUALLY
GENERATES ACIDS IN AND OF ITSELF.
SO WE WANT LIGNIN FREE PAPERS EITHER FROM LINEN OR COTTON OR WOOD PULP THAT HAS HAD LIGNIN REMOVED.
AND MANY OF OUR MATERIALS ARE GOING TO WANT TO BE ALSO STORED IN MATERIALS THAT HAVE BEEN LIKE WISE BUFFERED
THAT MEANS AN ALKALINE RESERVE HAS BROUGHT THE P.H. UP TO 8.5 ALLOWING FOR GREATER ABSORPTION OF THOSE POLLUTANTS AND ACIDS SO WE CAN GET A LONGER LIFE FROM THEM BUT ALSO PROTECT THOSE MATERIALS MORE FROM THE ACIDS COMING FROM THE OUTSIDE AS WELL. SO WE’RE PROTECTING FROM BOTH DIRECTIONS.
YOU WILL FIND YOU CAN ALSO GET STORAGE MATERIALS THAT HAVE A MOLECULAR SIEVE.
THESE ARE PRETTY MUCH ALWAYS SOLD UNDER THE BRAND NAME OF MICROCHAMBER AND THESE STORAGE MATERIALS HAVE NOT ONLY A BUFFERING AGENT BUT ALSO IN THE CASE OF MICROCHAMBER A LITTLE MOLECULAR COMPONENT THAT’S CALLED A ZEOLITE THAT ACTUALLY DOESN’T NEUTRALIZE THE ACIDS LIKE A BUFFER DOES BUT ACTUALLY ATTACHES AND GRABS ON TO THOSE ELEMENTS, THE THE ACIDS AND IN MANY WAY IT IS ODORS IF ANY OF YOU LISTEN TOMORROW THE ODOR LECTURE EARLIER.
THEY HOLD ON TO IT SO THEY ACTUALLY DON’T ALLOW THOSE MATERIALS TO GET TO YOUR COLLECTIONS MATERIALS.
SO FOR THE VAST BULK OF THE MATERIALS THAT WE HAVE WE ARE REALLY LOOKING FOR THE TRIFECTA OF ACID-FREE, LIGNIN FREE, AND BUFFERED.
AND WHEN WE GET TO THE MORE
DETAILED AREA, OUR SEGMENT OF
THIS LECTURE, WE WILL ACTUALLY
GO OVER WHAT ONES BUFFER AND
WHAT ONE DOESN'T WANT BUFFERED.
IF YOU ARE STORING PAPER-BASED
MATERIALS GENERALLY YOU WANT TO
STORE THEM IN A PAPER-BASED
STORAGE PRODUCT.
YOU WANT IT TO BE CHEMICALLY
STABLE, LIGNIN FREE AND BUFFERED
IF YOU'RE STORING BLUEPRINTS OR
CYANOTYPES, WHICH IS A TYPE OF
PHOTOGRAPH.
YOU REALLY WANT TO GET THOSE
INTO UNBUFFERED ENCLOSURES, ANY
OF YOUR SILKS OR WOOLS WILL WANT
UNBUFFERED TISSUE.
MOST OF YOUR BOXES AND FOLDERS
ARE GOING TO COME BUFFERED.
ABOUT THE ONLY THING UNBUFFERED
NOW IS TISSUE PAPER SO IF YOU'VE
GOT THINGS THAT NEED IT, STOCK
UP ON UNBUFFERED TISSUE.
IF YOU HAVE DI TASHGSZOTYPES,
WHICH IS ANOTHER TYPE OF
ARCHITECTURAL REPRODUCTION, IF
YOU CAN AFFORD IT, THEY SHOULD
BE STORED IN THE MICROCHAMBER
FOLDERS BECAUSE THEY GIVE OFF SO
MANY VOLATILE ORGANIC COMPOUNDS
BECAUSE OF THE NATURE OF HOW
THEY WERE PROCESSED THAT THEY
REALLY CAN CAUSE DAMAGE TO OTHER
THINGS.
SO THERE IS AN EXAMPLE WHERE YOU
WOULD REALLY PREFER TO USE THE
MICROCHAMBER PAPER.
IF YOU'RE USING PLASTICS-- AND
MANY OF US DO-- PREFERABLY YOU
WANT TO BE THINKING MELINEX,
WHICH IS POLL ESTHER.
PREDOMINANTLY POLYETHYLENE AND
POLYPROPYLENE CAN BE ACCEPTABLE
IF THEY DON'T HAVE ANY ADDED
BLAST SIZERS, WHICH MANY DO.
AND NEVER, EVER, EVER GET FINAL
VINYL OR P.V.C. PRODUCTS BECAUSE THEY TEND -- BECAUSE OF THE VINYL IT GIVES OFF THE CHLORIDES WHICH CAN BE PROBLEMATIC FOR MOST OF OUR COLLECTIONS. AND THEN ANY UNPAID TO PLASTICS. -- UNIDENTIFIED PLASTICS. IF YOU DON'T KNOW WHAT THEY ARE THEY MAY BE THE BEST NOT TO USE. IF YOU'RE UNSURE, GIVE THEM THE SNIFF TEST. IF YOU CAN SMELL ANYTHING, BASICALLY THINK OF IF YOU'RE SMELL AGO THREE-RING BINDER YOU CAN DEFINITELY SMELL SOMETHING THERE. IF YOU CAN SMELL SOMETHING, THAT'S TELLING YOU THERE ARE PLASTICIZERS AND VOLATILE COMPONENTS GIVING OFF. SO IF YOU CAN THE PLASTIC, DON'T USE IT FOR COLLECTION STORAGE. LAMINATES ARE SOMETHING IF YOU ARE REALLY MEANING LAMINATES WE DON'T WANT TO USE BECAUSE LAMINATES IMPLY THAT THEY HAVE AN ADHESIVE AND WE DON'T WANT TO STORE ANYTHING THAT WOULD HAVE AN ADHESIVE TOUCHING THE COLLECTION. SO YOU WANT TO ENCLOTTAPE LATE ANYTHING YOU HAD DEASID PHIED IN THE MELNEX OTHERWISE STORE HIT IN THE PLASTIC. AND FOR THE CELLULOSE NITRATE AND ACETATE, WE'LL GET TO IT. BUT THE MICROCHAMBER PRODUCTS ARE FABULOUS FOR THE ACETATE. THEY REALLY DO ABSORB AND HOLD ALL OF THAT ODOR OF THE VINEGAR SYNDROME. TYVEK IS OKAY BECAUSE TYVEK IS ACTUALLY A SPUN POLYESTHER BUT ONLY THE TYVEK YOU CAN GET FROM GAYLORD UNIVERSITY PRODUCTS OR ANY OF THOSE TYPES OF PROVIDERS NOT GOING DOWN AND GETTING
ENVELOPES FROM THE POST OFFICE
OR GETTING HOUSE WRAP.

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SO IF YOU HAVE THE ITEMS THAT
HAVE BEEN LAMINATED, IT'S A
LITTLE TOO LATE.
I WOULD REALLY RECOMMEND GETTING
THEM DIGITIZED BEFORE THE
LAMINATE STARTS TO GO BAD
BECAUSE IT'S REALLY A POTENTIAL
FOR THAT TO HAPPEN.
THE LAMINATES TEND TO START TO
SHRINK AND THE ADHESIVE TO GO
YELLOW.
BUFFERED PAPER ACTUALLY HAS THE
BUFFERED COMPONENT, SO IT HAS
THAT CALCIUM CARBONATE IN IT AND
UNBUFFERED PAPER DOES NOT HAVE
THE CALCIUM CARBONATE IN IT.
IT'S LACKING THAT FILLER.
SO AN UNBUFFERED PAPER IS REALLY
JUST ACID-FREE.
IT'S NOT ACID-FREE AND BUFFERED.
SO IT WON'T LAST AS LONG BUT FOR
MANY OF OUR SILKS AND WOOLS AND
BLUEPRINTS AND SIGHIANOTYPES,
ANYTHING THAT MIGHT HAVE DIES
COULD REACT TO THE ALKALINE
AGENT IN THE BUFFERED PAPER.
THAT'S WHY WE WANT THE
UNBUFFERED BECAUSE IT DOESN'T
HAVE THAT.
SO MOVING ON TO STORAGE, WE'RE
GOING TO TALK A LITTLE BIT ABOUT
FURNITURE AND STORAGE SPACES,
BECAUSE I THINK THIS IS
SOMETHING THAT OFTEN GETS
OVERLOOKED WHEN WE'RE THINKING
ABOUT STORAGE AND HANDLING.
SO WE WANT TO THINK A LITTLE BIT
ABOUT OUR ACTUAL STORAGE
FURNITURE.
WHAT ARE WE USING.
WE REALLY WANT TO LOOK AND
ASSESS OUR FURNITURE TO MAKE
SURE THAT IT'S OF ADEQUATE
STRENGTH.
I CAN'T TELL YOU THE NUMBERS OF INSTITUTIONS THAT I'VE BEEN IN WHERE I HAVE SEEN SHELVING JUST BLOWING UNDER THE WEIGHT. AND YOU REALLY WANT TO AVOID THAT BECAUSE IF THOSE SHELVES DO GIVE WAY YOU REALLY HAVE A BIG PROBLEM WITH COLLECTIONS BEING DAMAGED BECAUSE YOUR SHELVING HAS COLLAPSED AND THERE'S NOTHING LEFT FOR YOU TO DO. SO YOU WANT TO MAKE SURE IT'S OF ADEQUATE STRENGTH.

YOU ALSO WANT TO MAKE SURE THAT IT'S ANCHORED BOTH TO WALLS AND TO FLOORS AND TO OTHER SHELVING UNITS.

THIS IS SOMETHING THAT THOSE FOLKS WHO ARE HERE THAT ARE IN MORE EARTHQUAKE-PRONE AREAS ALREADY KNOW ABOUT. BUT FOR THOSE OF US NOT, IT'S DEFINITELY SOMETHING WE WANT TO THINK ABOUT BECAUSE IT DOESN'T TAKE MUCH FOR AN ACCIDENT TO HAPPEN.

I JUST DID A PSYCH VISIT YESTERDAY WHERE THE INSTITUTION WAS SHIFTING BOOKS AND THE WORKMEN HAD COME IN BECAUSE, WHILE THEY WERE SHIFTING BOOKS, THEY WERE GOING TO BE PUTTING NEW CARPETING IN AND THEY RELEASED THE BOLTS ON ONE SHELVING UNIT ON THE FLOOR AND THAT SHELVING UNIT TIPPED AND CAUSED A DOMINO EFFECT AND ALL OF THE SHELVES IN THAT AREA TOPPLED OVER. NO ONE WAS HURT, NONE OF THE COLLECTIONS WERE DAMAGED, BUT IT WAS A LONG TIME FOR THEM TO SORT THOSE BOOKS OUT, GET THEM BACK IN ORDER AND GET THEM ON THE SHELVES AGAIN. SO WE WANT TO BE THINKING ABOUT THAT.
OH, THE QUICK QUESTION ON TYPES OF TYVEK FOUND ROLLS AS HOUSE WRAP.
IT'S BECAUSE OF THE INKS.
THEY CAN COME OFF.
THEY ALSO HAVE A LOT OF OTHER COATINGS THAT WE DON'T REALLY KNOW ABOUT BECAUSE WE DON'T KNOW THE SPECIFICS OF EACH TYVEK BRAND.
AND SO YOU WANT THE BLANK, NAKED TYVEK.
NOVEMBER INKS, NO COATINGS.
AND THAT'S REALLY THE BEST THING TO DO.
BECAUSE WE DON'T KNOW THE STABILITY OF THOSE MATERIALS.
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SO WE REALLY WANT TO THINK ABOUT THE STRENGTH.
WE WANT TO THINK ABOUT THE SURFACE.
SO KEN HAS A QUESTION ON THE STAINLESS STEEL SHELVING USED IN FOOD SERVICE APPLICATIONS.
THOSE SHELVES USUALLY TEND TO BE VERY STRONG BUT THEY'RE ALSO MORE OF A WOVEN MESH SO WHAT YOU WOULD LOOK FOR THERE IS TO REALLY ONLY BE STORING THINGS THAT ARE GOING TO BE BOXED AND NOT IN DIRECT CONTACT BECAUSE YOU DON'T HAVE A SMOOTH SURFACE SO YOU DON'T WANT TO PUT COLLECTIONS ITEMS DIRECTLY ON THAT OR THEY'LL START TO TAKE THE IMPRINT OF THOSE -- THE WIRE SHELVING.
BUT THEY'RE ACTUALLY REALLY GOOD SHELVES IF YOU CAN GET THEM.
THEY TEND TO BE A GOOD DEPTH, WHICH IS ALSO SOMETHING THAT WE WANT TO LOOK FOR.
SO WE WANT IT TO BE STRONG ENOUGH, BUT WE ALSO WANT IT TO BE DEEP ENOUGH TO SUPPORT THE
MATERIALS WE'RE LOOKING AT.
WE ALSO WANT TO MAKE SURE THERE
AREN'T ANY SORT OF ODD
PROJECTIONS OR RIDGES, THINGS
THAT COULD HURT YOUR COLLECTIONS
WHILE THEY'RE BEING MOVED
AROUND.
A REALLY GOOD EXAMPLE WITH THOSE
OF US OF A CERTAIN AGE THINK
BACK AND REMEMBER THE CEMENT
BLOCKS AND PLANKS OF WOOD THAT
WE USED FOR SHELVING IN COLLEGE.
THINK ABOUT HOW ABRASIVE THAT
MATERIAL WAS AND IF YOU'RE
STORING COLLECTIONS MATERIALS
AROUND THEM WHAT COULD HAPPEN.
WE KNOW WHAT HAPPENED TO OUR
KNUCKLES, THINK ABOUT YOUR
COLLECTIONS.
AND FINALLY WE WANT TO THINK
ABOUT THE TYPES OF SHELVINGS
WE'RE USING IN TERMS OF THE
FINISHES THAT WE HAVE ON IT.
IF WE'RE USING WOOD, ARE WE
ACTUALLY USING GOOD WATER-BASED
POLYURETHANE TO AT LEAST GIVE US
SOME PROTECTION FROM THE
VOLATILE ORGANIC COMPOUNDS BEING
GIVEN OFF BY THE WOOD?
ARE WE THINKING ABOUT DOING SOME
OTHER VAPOR BARRIERS LIKE -- I
DON'T KNOW IT'S -- MARVEL SEAL
TO REALLY PREVENT THE ORGAN I
CAN COMPOUNDS FROM COMING OUT
AND INTERACTING WITH OUR
COLLECTIONS BUT ALSO THINK ABOUT
SOME OF THOSE OTHER SHELVES THAT
YOU MAY GET.
NOT NECESSARILY FOOD SERVICE
SHELVING, BUT IF YOU JUST GO AND
GET STANDARD SHELVES FROM, SAY,
THE HOME DEPOT OR LOWE'S OR ACE
HARDWARE THAT GO INTO YOUR
GARAGE, THEY MAY HAVE AT THE
TIME THAT YOU BUY THEM, AN OILY
COATING ON THEM TO PREVENT THEM
FROM RUSTING TOO SOON.
AND SO YOU REALLY WANT TO WATCH OUT FOR THINGS LIKE THAT BECAUSE YOU DEFINITELY DON’T WANT THAT TRANSFERRING TO YOUR COLLECTIONS EITHER.
AND YOU REALLY WANT TO TRY TO AVOID A LOT OF THOSE PLASTIC THE SHELVING UNITS.
ONE, THEY'RE GENERALLY NOT VERY STRONG AND, TWO, WE DON’T REALLY ALWAYS KNOW WHAT PLASTICS THEY ARE.
AND SO WE JUST WANT TO AVOID ANY OF THE VOLATILE ORGANIC COMPOUNDS.

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SO I’M GOING TO THINK ABOUT THAT.
I’LL GET TO THE V.H.S. TAPES IN A COUPLE OF SECTIONS.
WE ALSO WANT TO THINK ABOUT THE ACTUAL SPACE THAT WE ARE STORING OUR COLLECTIONS.
WE REALLY WANT TO MAKE SURE THAT WE ARE GIVING OURSELVES ENOUGH ROOM TO MOVE AROUND AND NOT ACTUALLY BUMP INTO COLLECTIONS WITH BOOK CARTS OR BACKPACKS OR FEET OR KNEES OR HIPS OR HEAVEN ONLY KNOWS WHAT.
BECAUSE A LOT OF TIMES IN OUR COLLECTIONS WE TEND TO HAVE THINGS THAT ARE LARGER THAN OUR SHELVES CAN ACCOMMODATE.
WE TURN THEM ON THEIR SIDES, PREFERABLY SPINE DOWN, BUT YET THEY STICK OUT.
SO WE DEFINITELY WANT ROOM FOR PEOPLE AND PARTS AND OTHER COLLECTION ITEMS TO MOVE SAFELY WITHOUT WORRY OF DAMAGE.
BUT WE ALSO WANT TO MAKE SURE THAT WE HAVE GOOD AIR CIRCULATION.
AIR CIRCULATION, AS YOU WILL FIND OUT IN SOME OF THE UPCOMING WEBINARS IS REALLY GOOD FOR
COMBATING -- WELL, RELATIVE HUMIDITY BUT ALSO PESTS AND MOLD.
AND THEN WE ALSO WANT TO THINK ABOUT THE PEOPLE THAT WE'RE WORKING WITH.
DO WE HAVE SHELVING THAT IS AT A SAFE HEIGHT FOR RETRIEVAL OR DO WE HAVE SUFFICIENT NUMBER OF STOOLS OR KICK STEPS OR A SUFFICIENT KIND OF LATTER TYPE SYSTEM THAT YOU CAN SAFELY MOVE UP AND DOWN AND GET TO COLLECTIONS THAT ARE HIGHER UP?
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SO THINK ABOUT THOSE SORTS OF THINGS WHEN YOU'RE TRYING TO MOVE THROUGH YOUR COLLECTIONS STORAGE.
THINK ABOUT THE SAFETY OF THE COLLECTIONS.
IS JUST PILING THINGS WILLY-NILLY UP AND AROUND A GOOD IDEA?
OR DO WE WANT TO BE THINKING ABOUT MAYBE MOVING COLLECTIONS UP OFF OF THE FLOOR SO THAT THEY ARE AT LEAST FOUR INCHES OFF OF THE FLOOR SO IN CASE WE HAVE A FLOOD WE DON'T HAVE ANY DAMAGED COLLECTIONS?
AND THEN ARE WE ALSO CONSIDERING PROPER STORAGE ACCOUTREMENTS FOR SOME OF OUR SPECIAL ODD COLLECTIONS.
SO YOU CAN SEE HERE ALL OF THESE VASES AND URNS AND OTHER ROUND-BOTTOMED ITEMS ALL HAVE THESE LITTLE RINGS THAT YOU CAN SET THINGS IN THAT DON'T HAVE A FLAT BOTTOM TO SUPPORT THEM.
YOU CAN ALSO SEE THERE’S A LOT OF LITTLE CRADLES BEING MADE SO YOU CAN SEE DOWN HERE THE FOAM CRADLES CUT OUT TO MATCH THE SURF UPL DIFFERENCE OF THE NECK AND BASE.
YOU CAN SEE THE ETHIFOAM RINGS. JUST GREAT THINGS TO THE HELP SUPPORT AND PROTECT YOUR COLLECTIONS FROM ROLLING AND VIBRATIONS AND THINGS OF THAT NATURE.

AND SO THINK ABOUT A LOT OF THOSE THINGS AND THEN FINALLY IN AN IDEAL WORLD NONE OF US WOULD BE STORING THINGS IN BASEMENTS OR ATTICS BECAUSE WE KNOW THE ENVIRONMENT THERE IS REALLY NOT THE BEST. OUR BASEMENTS TEND TO BE TOO HUMID, OUR ATTICS GET REALLY HOT. BOTH OF THEM HAVE PESTS WHICH, YOU KNOW, WANT TO TRY TO AVOID. BUT IF YOU MUST STORE THEM IN ATTICS OR BASEMENTS TRY TO DO WHATEVER YOU CAN TO MANAGE THE ENVIRONMENT THERE. BUT ALSO DEFINITELY TAKE INTO CONSIDERATION AIR FLOW AND KEEPING THINGS OFF OF FLOORS BECAUSE ESPECIALLY IN BASEMENTS THAT'S GOING TO BE ONE OF OUR BIGGEST PROBLEM. SO WE'RE GOING TO THINK ABOUT THAT.

IN ANY STORAGE AREA WE WANT TO PREFER METAL SHELVING. WOOD, ESPECIALLY OAK, OFF GASES, A LOT OF VOLATILE ORGANIC COMPOUNDS THAT CAN BE DAMAGING SO METAL IS PREFERRED AND IDEALLY POWDER COATED STEEL. BUT IF YOU DON'T DO NEED TO LINE THINGS, YOU CAN LINE THINGS WITH THE MELINEX SO THE POLYESTER SHEETING ACTS AS A PARTIAL BARRIER GIVING IT A COAT OF WATER BASED POLYURETHANE CAN ALSO HELP. MARVEL SEAL IS ACTUALLY A VAPOR BARRIER BUT IT CAN BE EXPENSIVE. POLYFELT REALLY ISN'T GOING TO
DO DO YOU ANYTHING IN TERMS OF LINING WOODS, IN TERMS OF BLOCKING THE VOLATILE ORGANIC COMPOUNDS.
IT WILL GIVE YOU A LESS ABRASIVE SURFACE BUT IT'S NOT REALLY DOING ANYTHING PROTECTIVE.
STYROFOAM YOU DEFINITELY DON'T WANT TO USE, A, BECAUSE IT MAKES A BIG MESS WHEN YOU CUT IT AND, B, BECAUSE IT'S NOT CHEMICALLY STABLE.
ETHIFOAM IS CHEMFULLY STABLE AND CUTS REALLY WELL AND DOESN'T GIVE YOU ALL OF THOSE GOOFY LITTLE PILLS THAT YOU CAN THINK ABOUT.
SO THERE ARE SOME THINGS TO TALK ABOUT.
THINK ABOUT YOUR STORAGE SPACE.
I KNOW WE'RE NOT GETTING INTO A LOT OF DETAILS BUT I WILL MAKE SURE THAT YOU GET MY E-MAIL BECAUSE I AM ACTUALLY HAPPY TO CONVERSE WITH ANYBODY WHO HAS SPECIFIC STORAGE QUESTIONS THAT WE DON'T GET TO TODAY.
WE WANT TO REMEMBER THOSE STORAGE ENVIRONMENTS.
AS WE TALKED ABOUT LAST WEEK WITH TERRA, WE WANT TO TRY TO MINIMIZE THE FLUCTUATIONS WITHIN TEMPERATURE AND RELATIVE HUMIDITY.
NOW, THERE HAS BEEN A LOT OF RESEARCH SAYING THAT IT'S REALLY OKAY WITHIN A BOX BETWEEN ABOUT 30% TO 55% AS LONG AS, YOU KNOW, THE RELATIVE HUMIDITY CAN MOVE NATURALLY SO SOME OF THOSE SETBACKS AT NIGHT, WHAT WE'RE NOTICING IS BECAUSE OF THE NATURE OF OUR MATERIALS THEY DON'T EQUILIBRATE AS QUICKLY.
SO SOME OF THESE SWINGS ARE OKAY BUT IT'S STILL BETTER TO NOT TEMPT FATE.
AND THEN WITH MOST OF OUR COLLECTIONS THE COOLER THE BETTER.
IF AND SO WE REALLY WANT TO THINK ABOUT AT THE WARMEST HAVING OUR COLLECTIONS AT 70.
REALLY IDEALLY FOR MOST OF OUR COLLECTIONS.
IF YOU CAN HAVE STORAGE DEDICATED STORAGE SPACE THAT YOU HAVE SET TO ABOUT 55 DEGREES,
THAT’S REALLY GOING TO BE IN MANY WAYS BEST FOR A LOT OF YOUR COLLECTIONS.
FOR THOSE THAT NEED EVEN COLDER WE’LL TALK ABOUT THAT IN JUST A BIT.
SO IF YOU CAN’T HAVE -- OR IF YOU HAVE COLLECTIONS THAT DO REQUIRE DIFFERENT TEMPERATURE RANGES, ONE OF THE THINGS THAT YOU CAN THINK ABOUT IS GETTING -- SETTING UP YOUR H ADVANTAGE SYSTEM TO HAVE DIFFERENT ZONES.
THIS WOULD REQUIRE AN ENGINEER SETTING DIFFERENT ZONES BUT YOU CAN SET DIFFERENT TEMPERATURES IN DIFFERENT ZONES AND IT CAN BE THROUGHOUT YOUR BUILDING IN DIFFERENT AREAS.
OR IF YOU CAN’T CREATE SOMETHING WITH YOUR H.V.A.C. SYSTEM YOU CAN THINK ABOUT BUILDING A ROOM WITHIN A ROOM AND SO PUTTING UP FALSE WALLS, GETTING IN EXTRA INSULATION TO REALLY HELP PROTECT COLLECTIONS AND IN MANY WAYS GET THEM AWAY FROM EXTERIOR WALLS AND WINDOW WHICH IS TEND TO BE THE COMPONENTS IN OUR OLDER BUILDINGS THAT CAN WREAK HAVOC WITH A LOT OF OUR STABILITY OF OUR INDOOR ENVIRONMENT.
AND THEN YOU CAN ALSO THINK ABOUT MICROENVIRONMENTS.
SO EITHER STORING MATERIALS IN
PURPOSE-BUILT CASES THAT K.P. HAVE THE SILICA JELL IN IT LIKE WE WERE TALKING ABOUT WITH TARA LAST WEEK OR EVEN JUST MICROENVIRONMENTS OF THE BUFFERED PAPER MATERIALS OR UNBUFFERED AND HAVING LAYERS OF THAT HAVE TO REALLY SLOW DOWN A LOT OF THE FLUCTUATIONS. SO YOU CAN THINK ABOUT THINGS LIKE THAT AND WE’LL TALK ABOUT THESE DETAILS AS WE GO THROUGH. SO WHAT I WANT TO DO NOW IS OPEN IT UP TO OUR FIRST POLL QUESTION OF THE DAY AND SO WE CAN HAVE THAT PULLED OVER.

>> OKAY, AND I THINK I -- NO, WAIT, HOLD ON, SORRY. I WONDER IF WE CAN ALSO TAKE A BREAK AFTER THIS TO GET TO SOME QUESTIONS.

>> YES.

AND I WAS GOING TO READ QUESTIONS WHILE PEOPLE WERE ANSWERING.

>> EXCELLENT.

(LAUGHS)

>> WELL, DONIA, THIS IS A SHOCKING POLL RESULT.

(LAUGHS)

>> I KNOW!

(LAUGHS)

I KNEW IT WAS GOING TO BE REALLY CLOSE. FOR THOSE OF YOU WHO DON’T KNOW THE ANSWER IS PROBABLY YES. ALMOST ANY INSTITUTION YOU’RE GOING TO FIND YOURSELF WORKING IN WILL PROBABLY BE YES. THOSE OF YOU WHO DON’T REALLY SEE ANY IMPROVEMENTS, YOU ARE THE LUCKY FEW. THE VERY, VERY LUCKY FEW. OKAY. SO WHAT I’M GOING TO DO NOW IS
ANSWER SOME OF THE QUESTIONS
THAT YOU'VE BEEN SENDING IN THAT
I HAVEN'T GOTTEN TO AS I'VE BEEN
JUST PRATTLING ALONG HERE.
STORAGE FOR V.H.S. TAPES.
YOU KNOW, IF YOU CAN MAKE A
HOMEMADE PHASE BOX OUT OF GOOD
CHEMICALLY STABLE MATERIALS
THAT'S JUST FINE.
A LOT OF THE PLASTIC CONTAINERS
END TO START TO CRACK AND BREAK
DOWN RELATIVELY QUICKLY.
ESPECIALLY IF THEY GET
CIRCULATED A LOT.
THERE'S NOTHING WRONG WITH YOUR
OWN HOMEMADE PHASE BOX AS LONG
AS IT'S CHEMICALLY STABLE
MATERIAL SO THAT ACID FREE,
LIGNIN FREE BUFFERED MATERIALS.
IF YOU ALREADY HAVE COATING THAT
-- OUR SHELVING THAT'S COATED
THE THING TO FIND OUT IS WHAT IT
WAS COATED WITH.
SO THERE YOU CAN THINK ABOUT,
YOU KNOW, IF IT'S ALREADY BEEN
COATED THERE'S PROBABLY NOT A
LOT MORE YOU CAN DO BUT IF YOU
WANT TO DO MORE, EVEN JUST A
SHEET OF THE POLYESTER FILM WILL
GIVE YOU A LITTLE BIT MORE
PROTECTION ON TOP OF IT.
SO IT'S LIKE WEARING LAYERS.
FOR THOSE OF US -- I WAS SEEING
PEOPLE LOGGING IN FROM CHILLY
PLACES.
SO IT'S DRESSING IN LAYERS AND
GIVING YOURSELF MORE BARRIERS TO
THE COLD.
WRAPPING PICTURES IN BROWN PAPER
IS REALLY NOT THE BEST THING TO
DO.
THE BROWN CRAFT PAPER IS NOT
EVEN ACID FREE AND CAN GO ACIDIC
VERY QUICKLY.
IT'S PROTECTING YOUR PICTURES
FROM DUST AND LIGHT BUT WHAT IT
IS IS IT'S GIVING THEM AN
ENVIRONMENT THAT’S STEEPED IN EXTRA ACIDS SO IF YOU WANT TO YOU CAN GET ACID-FREE LIGNIN FREE CRAFT PAPER AND THAT WOULD BE A BETTER THING IF YOU NEED TO WRAP THEM AND STORE THEM IN SUITCASES OR EVEN JUST ACID FREE TISSUE.
WHAT THAT’S GOING TO DO IS GIVE THEM A LITTLE BIT OF PROTECTION FROM ANY SORT OF ABRASION OR SCRATCHING.
STACKING THEM IN A SUITCASE IS MAYBE NOT THE BEST THING AND WE’LL TALK ABOUT SOME OTHER WAYS TO STORE FRAMED ITEMS IN THE FUTURE.
NATURAL MATERIALS.
I KNOW A LOT OF PLACES WANT TO GO WITH WOOD.
THERE ARE BETTER WOODS THAN OAK AND NOW ALL OF A SUDDEN THEY’RE NOT COMING TO ME OFF THE TOP OF MY HEAD.
MAHOGANY, BUT A VERY SPECIFIC TYPE OF MAHOGANY.
BEECH IS GOOD.
CHERRY, I BELIEVE, IS GOOD.
PAMELA HATCHFIELD FROM THE M.F.A. IN BOSTON WROTE A GREAT BOOK ON -- WHAT’S THE TITLE?
KRISTEN, IF YOU CAN HELP ME OUT HERE.
>> OKAY.
>> ON MUSEUM STORAGE MATERIALS.
I DON’T KNOW IF THAT’S THE TITLE OF IT.
BUT IT’S A REALLY GREAT BOOK AND IN ONE OF THE APPENDICES IT PRETTY MUCH LISTS ALL OF THE GOOD OKAY AND DEFINITELY NOT OKAY MATERIALS TO USE AND WOODS ARE ONE OF THE ONES THAT SHE LISTS.
SO I WOULD TRY TO FIND THAT BOOK.
WE’LL GIVE YOU THE TITLE AND
AUTHOR AND ALL THE INFO ON THE WEB SITE ONCE I LOOK IT UP. BUT THE TITLE OF THE BOOK IS NOT COMING TO ME.

>> IS IT "POLLUTANTS IN THE MUSEUM ENVIRONMENT"?

>> THAT'S IT. "POLLUTANTS IN THE MUSEUM ENVIRONMENT."

>> I'LL PUT THAT ON THE CHAT.

>> WAS IT ON THE COLLECTIONS BOOKSHELF.

DO YOU KNOW?

>> IT WAS NOT.

BUT I WILL PUT A LINK AND THAT INFORMATION.

>> THE TIME WEIGHTED PRESERVATION INDEX FROM THE IMAGE PERMANENCE INSTITUTE IS A GRATE THING TO FOLLOW IF YOU'VE GOT E-CLIMATE NOTEBOOK AND ALL OF THAT BUT A LOT OF PEOPLE DON'T HAVE ACCESS TO THAT SO YES IT'S A BETTER WAY TO ADDRESS TEMPERATURE AND RELATIVE HUMIDITY BUT IF YOU'RE LOOKING AT SPECIFIC TYPES OF MATERIAL, IF YOU'VE GOT ONE STORAGE SPACE AND EVERYTHING STORED IN IT, THERE'S ALWAYS GOING TO BE SOMETHING THAT DOESN'T HAVE A GOOD T.W.P.I. AND SO IF YOU CAN THINK ABOUT KEEPING THINGS COOLER AND DRYER THAT'S ALWAYS GOING TO BE THE BETTER WAY TO DO IT. BUT, YES, THE T.W.P.I. IS A GOOD WAY TO GO IF YOU CAN HAVE ACCESS TO THAT.

STORING HUNDREDS OF BOUND VOLUMES OF THE LOCAL NEWSPAPER. OH, GOOD HEAVENS.

THE OFF GASSING FROM THE DETERIORATION SHOULDN'T AFFECT THE REST OF YOUR COLLECTIONS. BASICALLY IT WOULD ONLY BE A PROBLEM IF THEY WERE IN DIRECT
I would basically put them somewhere out of the way because my guess is that they’re not going to get a lot of use, especially if they’ve been digitized in some point. But if they are going to get a lot of use, really think about where they’re being stored and how you can access them because they are very large and they’re often very heavy and sometimes could take two people depending on who you have working to actually access them. So we really want to think here more about is the shelving strong enough, is it deep enough and do you have enough space between aisles -- between shelvings in the aisles to actually get them out and handle them safely?

Best enclosure for a 17th century book bound in human skin is a really nice clam shell box and you can be really fancy about it and find somebody to make you a cloth-covered drop spine box. Etherington Conservation in North Carolina makes boxes but you can also just get a custom made corrugated clam shell box from either Gaylord or Archival Boxes -- www.archivalboxes.com and that would be good depending on how much money that you have. I just see -- I’m seeing a lot of questions coming in one that just passed my eye, one about acid-free sprays. Don’t waste your money. If you have the money that has a bookkeeper system set up and can do the more professional level
OF SPRAYING THAT ACTUALLY WORKS
BUT THE SPRAY CANS FOR THE MOST
PART AREN'T GOING TO GIVE YOU
THE BENEFIT THAT YOU WOULD
REALLY HOPED TO HAVE HAD.
I'VE NEVER HAD GOOD LUCK WITH
THEM, THEY CLOG UP BEFORE
ANYTHING HAPPENS ANYWAY.

SO THERE'S SOME OF THE THINGS
AND I THINK I'M GOING MOVE ON
BECAUSE WE HAVE A LIMITED AMOUNT
OF TIME TODAY FOR AS MUCH STUFF
AS I'M TRYING TO COVER.
SO I WILL GET ALL OF YOUR
QUESTIONS FROM KRISTIN AND I
WILL DO MY BEST TO ANSWER THEM
AS I CAN.

SO WE WANT TO THINK ABOUT THE
CARE AND HANDLING OF SOME OF
THESE QUESTIONS -- COLLECTIONS.
AND SO WE'RE GOING TO LOOK AT
SOME OF THE -- LIKE I SAID, THE
BIGGER -- THE LARGER VOLUME OF
THINGS THAT I WAS GETTING,
COMING ACROSS IN THE HOME WORK
ASSIGNMENT THAT YOU HAD AND
PRETTY MUCH THE THINGS I MOSTLY
GET QUESTIONED ABOUT.
SO WHEN YOU ARE STORING BOUND
VOLUMES-- AND THIS COULD BE
GENERAL COLLECTIONS, SPECIAL
COLLECTIONS, SCRAP BOOKS,
SCRAPBOOKS TEND TO BE A VERY
SPECIAL SUBSET OF BOOKS BUT
THEY'RE STILL BOUND VOLUMES.
WHAT WE REALLY WANT TO THINK
ABOUT IS STORING BOOKS AS WE SEE
THEM.
SO BASICALLY VERTICALLY OR YOUR
REGULAR-SIZED VOLUMES, YOU KNOW,
WITH THE TAIL AT THE BOTTOM,
SPINES FACING OUT SO THAT WE CAN
FIND THEM.
AND GENERALLY TRYING, AS MOST OF
US DO, TO SHELF LIKE-SIZED
BOOKS TOGETHER.
So octavos will go with octavos, folios will go with foal east coast.
Because if you start to get too many sizes going you can actually get distortion of shapes because books aren’t being supportive.
You really want to try to make sure that your books aren’t leaning on the shelves so using bookends to make sure that everything is supported because as you get books leaning it does start to do damage to the text block to cover attachment.
Especially if you have older books in leather that is getting brittle-- like many of you were talking about-- that can really cause covers to pop off.
And that’s a big problem.
And basically think about the types of bookends that you’re using try to get good, sturdy bookends that aren’t going to shift and move when books are taken out.
And also be really careful with any of the bookends that come built in with some of the shelving.
Those little "W" shaped wider ones that clip into the underside of the shelf above.
Those types of bookends generally aren’t of the right size and can be very damaging to the books.
They also tend to attack people when you try to move them.
At least they attack me and come springing out and go flying around and it makes for bad relations.
If you’ve got oversized books especially in most institutions,
IT'S USUALLY ABOVE 18 INCHES, GETS CATEGORIZED AS OVERSIZED AND SO MAYBE A FLAT FOLIO. YOU WANT TO THINK ABOUT STORING THEM HORIZONTALLY AND NO MORE THAN TWO OR THREE IN A STACK. YOU WANT TO MAKE SURE OUR BOOKS ARE FULLY SUPPORTED ON THE SHELF.

SO IF YOU LOOK HERE THIS IS REALLY WHAT YOU'RE SHOOTING FOR IN TERMS OF GOOD BOOK STORAGE. YOU HAVE SHELVING OF AN ADEQUATE DEPTH TO STORE THE BOOKS. YOU DON'T SEE ANY BOOKS HANGING OFF OF THE FRONT EDGE AND WE'RE USING BOOKENDS TO SUPPORT OUR BOOKS, NOTHING IS LEANING AND EVERYTHING IS REALLY NEAT AND TIDY AND I KNOW MANY OF YOU ARE PROBABLY ROLLING YOUR EYES AND GOING "RIGHT. AND THAT CAN BE K HAPPEN." BUT IT CAN.

ESPECIALLY IF YOU HAVE A REALLY GOOD RELATIONSHIP WITH THE PEOPLE WHO DO THE SHELVING OF YOUR COLLECTIONS. WHEN I WAS AT NORTHWESTERN UNIVERSITY THE SHELVING DEPARTMENT WAS ABSOLUTELY PHENOMENAL. THEY TOOK PRIDE IN WHAT THEY DID AND APART FROM FINALS WEEK THE COLLECTIONS MAINTENANCE WAS INCREDIBLE. THEY DID A SUPER JOB.

SO IT CAN BE DONE IT JUST TAKES A LITTLE BIT OF WORK. SO THINK ABOUT MAINTAINING THE BOOKS ON THE SHELVES, KEEPING THINGS STRAIGHT, THINK ABOUT IF YOU'VE GOT FRAGILE BOOKS OR BOOKS THAT HAVE A LOT OF RED ROT OF STORING THEM IN SIMPLE FOUR-FLAP WRAPPERS. YOU CAN USE THE -- OH, WHAT IS
IT CALLED, THE COLIBRY SYSTEM, WHICH IS A POLYPROPYLENE DUST JACKET KIND OF THING THAT GOES ON VERY EASILY FOR THOSE OF YOU WHO ARE GOING TO FIND YOURSELF AT A.L.A., COLIBRY USUALLY HAS A BOOTH IN THE VENDOR AREA. THEY WILL SHOW YOU. BRING A BOOK AND PUT A COVER ON IT. THAT WORKS REALLY WELL FOR RED ROTTED VOLUMES ALSO IF YOU’RE SO INCLINED YOU CAN MAKE POLYESTER DUST JACKETS FOR RED ROTTED ITEMS BUT FOR THE COLIBRY AND POLYESTER DUST JACKET YOU WANT TO MAKE SURE THEY’RE WELL ATTACHED OR PEOPLE COULD GET THE I DON’T THINK IDEA AND HANDLE THEM LESS CAREFULLY THAN YOU WOULD LIKE SO FOR FRAGILE BOOKS GO WITH EITHER THE FOUR-FLAP WRAPPER OR WITH THE CORRUGATED CLAM SHELL BOX LIKE I MENTIONED EARLIER AND THOSE WHO HELP PROTECT FRAGILE AND DAMAGED AND RED ROT BOOKS WHICH TEND TO BE A BIG PROBLEM. FOR OUR ARCHIVAL DOCUMENTS IDEALLY WE WANT TO THINK ABOUT STORING THEM IN BOXES AND FOLDERS. SOMETIMES YOU COULD GET AN INSTANCE LIKE THIS OR THIS IS HOW THE COLLECTION CAME. THIS IS HOW IT WAS STORE BID THE COMPANY THAT PUT THE COLLECTION TOGETHER BUT IS THIS REALLY THE BEST WAY TO PRESERVE THIS COLLECTION? PROBABLY NOT. SO WHAT WE WANT TO THINK ABOUT ARE GOOD FLIP-TOP BOXES AND FOLDERS. YOU WANT TO MAKE SURE THAT YOU’RE NOT OVERSTUFFING YOUR FOLDERS THEMSELVES.
Generally what we try to encourage people to do is if you have really fragile materials, no more than ten sheets per folder if they're not as fragile you can put more in but if you are going to put more sheets into a folder always remember to crease the bottom. The bottoms of our folders all come with those prescored creases. Make sure you crease that so things sit neatly in the folder and don't stick up where they could get damage. You also want to fill a box full enough that the folders don't slump but if you can't you want to think about using spacers. You can buy spacers from Gaylord University Products, Hall Jer Metal Edge, I believe they have them. But you can also make your own if you are so inclined and it's really just a way to keep things propped up and not slumping. We want to think -- oh, so see, here's a nice image of nicely filled flip top box. But if you try to overstuff things it can really run into problems and most of us actually wind up doing this more so with our filing cabinets. Filing cabinets are a great solution to storing archival documents but really resist the urge to overstuff them and really try to think about what kind of drawers you have and would it be better off using the hanging file folders that you can get or can you just use the regular folders. And, again, here acid-free,
LIGNIN-FREE BUFFERED FOLDERS, PLEASE, IF YOU CAN AFFORD IT. AND YOU CAN GET ACID-FREE, LIGNIN-FREE BUFFERED HANGERS SO THINK ABOUT SOME OF THOSE THINGS. DO WE WANT TO THINK ABOUT REMOVING DAMAGING FASTENERS AS WE GO? THAT'S REALLY UP TO YOU. ARE YOU PRACTICING MORE PRODUCTLESS PROCESS? DO YOU HAVE A STORAGE ENVIRONMENT THAT IS RELATIVELY STABLE? SO IF YOU'VE GOT STAPLES AND PAPER CLIPS AND YOU DON'T HAVE THE TIME TO REMOVE ALL OF THEM, IS REMOVE THOSE THAT ARE ALREADY CORRODING AND IF YOU KNOW YOUR STORAGE ENVIRONMENT IS OKAY, THE OTHERS WILL PROBABLY BE JUST FINE. IT'S REALLY WHEN YOU START GETTING INTO THOSE HIGH ENVIRONMENTS THAT YOUR FASTENERS START TO GO A LITTLE BIT FUNNY. SO USE YOUR INTELLIGENCE AND LOGIC AND MAKE THE BEST DECISIONS FOR YOUR INSTITUTIONS BECAUSE IT'S TRICKY TELL PEOPLE HOW TO DO SOME OF THESE THINGS. THINK ABOUT HOW FRAGILE THE PAPERS YOU ARE STORING ARE. SOME OF THEM MAY NEED TO HAVE SOME SORT OF CONSERVATION TREATMENT OR REPAIR OR THEY MAY NEED TO GO INTO INTO MAYBE A POLYESTER SLEEVE, MAYBE A SEPARATE PAPER FOLDER TO HELP PROTECT THEM WHEN THEY'RE GETTING USED. AGAIN, THINK ABOUT WHAT YOUR BUDGET IS, WHAT YOUR SPACE NEEDS ARE E. AND FOR REALLY FRAGILE DOCUMENTS THAT YOU THINK WILL GET A LOT OF USE, DIGITIZATION
IS A GREAT ACCESS TOOL. SO YOU CAN THINK ABOUT THAT AS WELL.

AND, AGAIN, FOR THOSE OF YOU WHO MIGHT HAVE EARLY FAX MACHINE PAPER MISS YOUR COLLECTIONS, IF YOU HAVE ANYTHING LIKE -- GOOD HEAVENS, MIMEOGRAPH MACHINE PAPER, ANYBODY REMEMBER MIMEOGRAPH MACHINES AND THAT WONDERFUL SMELL? IT'S ACTUALLY REALLY BAD FOR THE REST OF YOUR COLLECTIONS. OR ANY DIAZOTYPES, THOSE SMELLY COLLECTIONS, IT'S PREFER TO BELIEVE STORE THEM SEPARATELY IF YOU CAN.

IF YOU CAN'T, THEY SHOULD GO INTO A MICROCHAMBER FOLDER WITHIN THE FOLDER WITH OTHER ITEMS SO THAT THEIR VOLATILE ORGANIC COMPOUNDS AND THE GIVING OFF DON'T DO ANY DAMAGE TO OTHER THINGS.

>> FRAMED ITEMS.
A LOT OF US HAVE FRAMED ITEMS AND WHAT WE WANT TO THINK ABOUT IS HOW WE'RE STORING THEM: SO MOST OF US PROBABLY HAVE A WIDE RANGE OF FRAMED ITEMS STORED LIKE THIS.

IT'S NOT THE BEST THING IN THE WORLD. THEY'RE STORED DIRECTLY ON THE FLOOR WHERE THEY COULD COME INTO CONTACT WITH WATER IF THERE IS WATER EMERGENCY. BUT MORE THAN ANYTHING, THEY COME INTO CONTACT WITH TOES AND MOPS AND CARTS AND THINGS OF THAT NATURE. SO WE REALLY WANT TO THINK ABOUT IF THIS IS THE ONLY THING WE CAN DO WE WANT TO THINK ABOUT GETTING SOME 2 X 4s AND COVERING THEM MAYBE WITH SOME OLD CARPET
AND GETTING THEM UP OFF OF THE FLOOR.
YOU CAN GET HALF PLASTIC PALATES, THEY WORK REALLY WELL, TOO.
JUST GETS THINGS UP OFF OF THE FLOOR.
BUT IF YOU HAVE HANDY VOLUNTEERS OR IF YOU'RE HANDY YOURSELF OR IF YOU HAVE A LOT OF MONEY YOU CAN BUY STORAGE BINS SPECIFICALLY FOR FRAMED ITEMS. AND SO WHAT YOU WANT TO DO IS THINK ABOUT PUTTING YOUR FRAMED ITEMS IN THE BINS OF THE STORAGE AND SEPARATING THEM.
YOU CAN SEPARATE THEM WITH CORRUGATED CARDBOARD ACID FREE LIGNIN FREE BUFFERED. ANY SORT OF THAT WILL STORE THEM BY SIZE BECAUSE WHAT YOU'RE TRYING TO AVOID WITH SPACER BOARDS IS PREVENTING THE CORNER OF ONE PICTURE FROM GOING THROUGH THE MIDDLE, WHETHER IT'S GLASS OR CANVASS SO THAT'S WHAT YOU'RE DOING THERE.
AND THINK ABOUT CREATIVE WAYS THAT YOU CAN USE OTHER SPACE. YOU CAN GET ESSENTIALLY FRAMES WITH WIRE MESH TO HANG MATERIALS FROM ON -- A WALL.
YOU CAN GO AND GET THE FORMER STORE -- ACCESSORY STORE WALL HANGINGS.
THAT'S WHAT THIS INSTITUTION DID.
THEY WENT TO -- I THINK IT WAS FOREVER 21 WHEN THEY WERE GOING OUT OF BUSINESS AND THEY PURCHASED ALL OF THE STORE DISPLAYS WITH ALL OF THE CLIPS AND THAT'S THEIR FRAMED MATERIALS STORAGE.
AND THEN FINALLY YOU CAN THINK ABOUT EVEN MORE ORGANIZED AND CREATIVE AND PUTTING A DIGITAL
PRINT OF THE ACTUAL IMAGE RIGHT ON THE FOAM CORE SO YOU KNOW WHERE THINGS ARE AND MAYBE WHAT'S MISSING.

THERE'S A LOT YOU CAN DO TO PROTECT YOUR FRAMED STORAGE MATERIALS.

SO, YOU KNOW, MAKE THEM ACCESSIBLE, MAKE THEM EASY TO FIND.

KEEP THEM PROTECTED.

AND THAT'S REALLY THE BIG THING BECAUSE FOR A LOT OF US WHAT WE WANT TO TRY TO AVOID BY NOT STORING ON THE FLOOR SOCIAL SECURITY THIS SORT OF DAMAGE TO THE FRAMES BECAUSE FOR A LOT OF OUR OLDER MORE HISTORIC FRAMED MATERIAL IT IS FRAME CAN ACTUALLY BE MUCH MORE VALUABLE THAN THE ACTUAL PAINTING IN TERMS OF MONETARY STANDARDS AND SO WE DON'T WANT TO DESTROY MONETARY VALUE IF WE DON'T HAVE TO.

SO YOU CAN STORE THEM FLAT AND BOXED IF YOU HAVE JUST A FEW, BUT IF YOU HAVE A HIGH VOLUME YOU REALLY WANT TO THINK ABOUT THE BIN STORAGE.

AND IF YOU ARE STORING THEM FLAT AND BOXED, JUST A SINGLE FRAMED ITEM BECAUSE THAT'S GOING TO HELP PREVENT ANY ABRASION OR PUNCTURE.

PAINTINGS, JUST LOOKING AT THE PAINTINGS THEMSELVES NEED TO HAVE A LITTLE BIT MORE OF A STABLE ENVIRONMENT BECAUSE IF WE THINK ABOUT PAINTINGS THEY'RE VERY MUCH COMPOSITE MATERIALS.

IF YOU CAN THINK ABOUT ALL THE DIFFERENT COMPONENTS IN HERE. YOU HAVE A CANVAS OR MAYBE A WOODEN FOUNDATION.

YOU HAVE A LAYER OF JESS SEW, AND THEN YOU HAVE THAT -- THEN
YOU HAVE MULTIPLE LAYERS OF OIL PAINTS.
IF THE PAINTING HAS HAD CONSERVATION IN THE PAST YOU COULD HAVE WATERCOLORS.
THIS CAN ALL CONTRACT AND EXPAND DIFFERENTLY AND ARE INCREDIBLY FRAGILE WHEN IT COMES TO WATER DAMAGE SO YOU CAN SEE HERE THIS TENTING THAT'S GOING ON.
THIS IS ALL -- IT'S CALLED TENTING AND THAT IS DAMAGE FROM -- TO THAT CANVAS FROM A WATER EVENT.
SO THIS CANVAS WAS SITTING ON THE FLOOR IN A BASEMENT, THE BASEMENT HAD A FLOOD AND SO NOW THE PAINTING IS QUITE DAMAGED IN MANY OF THESE SPOTS AND WITHOUT PRETTY QUICK INTERVENTION WHAT STARTS TO HAPPEN IS ALL THESE LITTLE TENTED AREAS FLAKE OFF BECAUSE THERE'S NOTHING THAT'S HOLDING THEM ON TO THE CANVAS ANYMORE YOU ALSO NEED TO REMEMBER THAT CANVAS IS A CELLULOSE BASED PRODUCT AND I A LOT OF OUR CON VASS IN OLDER PAINTINGS START GETTING QUITE BRIT SOL IT DOESN'T TAKE MUCH FOR PUNCTURES TO HAPPEN OR EVEN A POKE THAT YOU DON'T SEE AS BEING DAMAGE WILLING ACTUALLY START TO GIVE YOU RADIATING CRACKS OVER TIME.
KEEPING PAINTINGS OR OBJECTS IN THEIR TRAVEL CRATES IS OKAY.
MAKE SURE THAT CRATE IS LABELED AS STILL CONTAINING ITS OBJECT.
I HAVE KNOWN AN INSTITUTION TO THROW OUT A CRATE THAT STILL HAD THE PAINTING IN IT.
PLEASE DON'T LET THAT BE YOU.
KEEP THINGS LABELED.
REGISTRARS ARE WONDERFUL PEOPLE.
THEY KEEP US ALL HONEST.
SO DEFINITELY MAKE SURE THE
CRATE IS LABELED AS STILL BEING FULL.
A LOT OF YOUR PAINTINGS ARE REALLY GOING TO DEPEND.
OIL PAINTS ARE GOING TO REACT DIFFERENTLY IN ACRYLICS WHICH ARE GOING REACT DIFFERENTLY FROM TEAM PRAS.
THEY'RE ALL VERY DIFFERENT AND EVEN CANVASES WILL VARY FROM CANVAS TO CANVAS AS TO HOW MUCH THEY EXPAND AND CONTRACT WITH THE RELATIVE HUMIDITY REALLY DEPENDING ON HOW TIGHTLY WOVEN THEY ARE AND HOW TIGHTLY TWISTED THE THREADS ARE IN THERE.
SO THERE'S A LOT OF IT DEPENDS WITH PAINTINGS.
AND IN A LARGE PART WE REALLY DON'T KNOW FOR MANY OF OUR ARTISTS THE COMPOSITION OF THEIR MATERIALS AND SO THAT REALLY JUST GETS TO BE A LITTLE BIT CONFUSING FOR MANY OF US.
SO IF YOU HAVE A LOT OF PAINTINGS AND YOU'RE CONCERNED ABOUT THEM, HAVING A PAINTINGS CONSERVATOR AS SOMEBODY ON YOUR LIST OF PEOPLE WE CAN TALK TO IS REALLY HELPFUL BECAUSE THEY'LL BE ABLE TO TELL YOU A LOT OF INFORMATION YOU REALLY WANT TO THINK ABOUT WHEN YOU'RE HANDLING PAINTINGS TO REALLY HANDLE ONLY AT THE EDGES.
AND MAKE SURE YOU'RE KEEPING THE PAINTING FLAT SO THERE'S TORQUE AND YOU'RE NOT TWISTING IT AND YOU'RE NOT PICKS IT UP SO YOUR FINGERS AREN'T POACHING THROUGH FROM THE BACK.
SO YOU'RE NOT REACHING AROUND THE STRETCHER AND HAVING YOUR FINGERS POKE FLU THE BACK BECAUSE YOU CAN GET A LOT OF DAMAGE HAPPENING THAT WAY.
ESPECIALLY IF YOU HAVE BRITTLE
CANVASES.
YOU WANT GOOD AIR FLOW WHEN YOU’VE GOT PAINTINGS HUNG.
ESPECIALLY BEHIND THE PAINTINGS.
SO IF YOU’RE HANGING THESE THINGS.
HAVE WHAT ARE CALLED BUMP-ONS TO KEEP THEM AWAY FROM THE WALL.
SO THAT AIR FLOW GETS BEHIND THERE BECAUSE THERE HAVE BEEN A LOT OF INSTITUTIONS THAT HANG PAINTINGS ON EXTERIOR WALLS AND THEY HAVE MOLD GROWING ON THE BACK OF THEIR PAINTING BECAUSE THERE’S NO AIR CIRCULATING BACK THERE.
SO GET GOOD AIR FLOW AND IF YOU HAVE F YOU ARE HANGING PAINTINGS TRY TO AVOID HANGING THEM OVER FIREPLACES THAT GET USED WHERE DO WE TEND TO ALWAYS HANG PAINTINGS?
OVER THE FIREPLACE BUT IT'S AN AREA THAT GETS WARM WHEN THE FIRE IS GOING BUT ALSO ANY SORTS OF VENTS SO IF YOU’VE GOT FORCED AIR TRY TO AVOID HANGING THEM OVER RADIATORS OR NEAR AIR CONDITIONERS ANYWHERE THAT’S GOING TO HAVE RAPID CHANGES IN TEMPERATURE AND RELATIVE HUMIDITY THAT ALSO MIGHT GET MUCH WARMER.
SO THINK ABOUT THOSE SPACES.
WE WANT TO THINK ABOUT OUR PHOTOGRAPHS.
AND ANY SORT OF STORAGE MATERIALS WE WANT IN OUR TEST, THIS WILL USUALLY BE TOLD TO YOU IN THE CATALOG SO IT WILL SAY "HAS PASSED THE P-A-T-." THAT MEANS THOSE MATERIALS HAVE BEEN TESTED SO THEY WILL NOT REACT WITH THE PHOTOGRAPH -- PHOTOGRAPHIC PRINTS THEMSELVES WAR THE PHOTOGRAPHIC NEGATIVES SO THERE’S NOTHING IN THERE TO
HASTEN THE DETERIORATION.
IDEALLY THINGS WOULD BE STORED
IN PAPER.
IT TENDS TO BE MORE STABLE AND
IT GIVES MORE PROTECTION FOR
CHANGES IN THE ENVIRONMENT BUT I
KNOW MANY OF US STORE OUR
PHOTOGRAPHS IN POLYESTER SLEEVES
SO WE DON’T GET FINGERPRINTS ALL
OVER THEM AND THEY’RE MUCH
EASIER TO SEE.
AND THAT’S OKAY, TOO.
BUT WITH PHOTOGRAPHS REALLY WANT
TO TRY TO MAKE SURE YOU DO THE
POLYESTER BECAUSE IT IS THE MOST
STABLE OF THE PLASTICS.
AGAIN LIKE WITH OUR MANUSCRIPTS
AND DOCUMENTS YOU CAN STORE THEM
IN FOLDERS AND BOXES.
FOR PHOTOGRAPHS YOU DEFINITELY
WANT TO MAKE SURE YOU HAVE TO
SPACERS IN THERE BECAUSE
PHOTOGRAPHS OVER TIME WILL TENT
TO CURL BECAUSE OF THE
DIFFERENCE IN EXPANSION AND
CONTRACTION OF THE GELATIN LAPER
VERSUS THE PAPER.
AND YOU ARE STORING PHOTOGRAPHS
AND NEGATIVES, SLIDES, ANYTHING
LIKE THAT IN PAPER AND PEOPLE
NEED TO HANDLE THEM THIS IS
PROBABLY ONE OF THE FEW -- THIS
IS ONE OF THE FEW AREAS THAT I
RECOMMEND WEARING COTTON GLOVES.
I DON’T RECOMMEND COTTON GLOVES
FOR MUCH.
PHOTOGRAPHS AND FILM ARE ONE OF
THEM.
SO I WANT TO JUST GIVE YOU A
LITTLE INFORMATION ON A COUPLE
OF THE PROBLEMATIC CHARACTERS
THAT COME IN WHEN WE TALK ABOUT
PHOTOGRAPHS.
ONE OF THEM, OF COURSE, IS
CELLULOSE NITRATE FILM.
MANY OF US HAVE PROBABLY HEARD
OF IT.
IT WAS OUR FIRST FLEXIBLE PLASTIC PHOTOGRAPHIC FILM BASE. IT WAS DEVELOPED IN 1889, WENT OUT OF PRODUCTION IN 1951. BUT IT'S ESSENTIALLY THE SAME BASE MATERIAL AS GUN COTTON. SO FOR THOSE OF YOU IN MUSEUMS THAT TEND TO DO DEMONSTRATIONS OF SHOOTING MUSKETS AND THINGS OF THAT NATURE, IT'S THE WADDING THAT WOULD GO INTO THE GUN THAT PROVIDED THE MATERIAL THAT WOULD ACTUALLY EXPLODE TO PROPEL THE BULLET OUT OF THE GUN.

IT'S INCREDIBLY FLAMMABLE AND IT'S WHAT OUR CELLULOSE NITRATE FILM WAS MADE OUT OF WHICH IS WHY OUR CELLULOSE NITRATE FILM IS SO PROBLEMATIC. MOST OF US KNOW IT IS VERY FLAMMABLE. IT WILL SELF-COMBUST AT HIGH ENOUGH TEMPERATURES BUT I BELIEVE THOSE TEMPERATURES NEED TO BE AROUND 120 DEGREES. AND IT HAS TO BE DETERIORATED TO A POINT.

BUT IF YOU DO HAVE A FIRE A FACILITY THAT HAS NITRATE FILM, ONCE NITRATE FILM BEGINS TO BURN IT RELEASES HAZARDOUS GASES AND GENERATES ITS OWN OXYGEN AND SO YOU CANNOT PUT OUT A FIRE THAT WERE IS BURNING CELLULOSE NITRATE FILM. IT'S THE BIG REASON WHY WE HAVE LOST SO MUCH OF OUR SILENT FILM HERITAGE. WAREHOUSES JUST WENT UP IN FLAMES AND IT DOES DECOMPOSE NATURALLY. THERE'S NOT A LOT WE CAN DO ABOUT IT. ONE OF THE BIG THINGS WE CAN DO IS TO NOT STORE OUR CELLULOSE NITRATE FILM IN PLASTIC SLEEVES. WHEN I GOT THIS PIECE OF SHEET
FILM, IT WAS STORED IN A PLASTIC SLEEVE AND THAT WAS THE TOP PICTURE SR. WHAT IT LOOKED LIKE WHEN I GOT IT. THE NEXT PICTURE WAS ONE YEAR LATER AND THE NEXT PICTURE DOWN WAS TWO YEARS LATER. SO YOU CAN SEE JUST HOW QUICKLY THIS STUFF GOES. BASICALLY NOW THREE YEARS LATER THERE IS NO IMAGE LEFT HERE WHATSOEVER. SO THINK ABOUT THOSE SORTS OF THINGS WHEN YOU'RE STORING CELLULOSE NITRATE. THINK ABOUT THE DATES TO IDENTIFY YOUR CELLULOSE NITRATE. IT'S NOT ALWAYS LABELED ON THE EDGE, BUT WHAT IS ALWAYS LABELED IS CELLULOSE ACETATE FILM. CELLULOSE ACETATE WAS A REACTION TO THE FLAMMABILITY OF THE CELLULOSE NITRATE AND IT WILL ALWAYS SAY "SAFETY FILM" ON THE EDGE. SO IF YOU SEE THINGS THAT SAY "SAFETY FILM" YOU ARE OKAY, YOU DON'T HAVE CELLULOSE NITRATE BUT YOU DO HAVE CELLULOSE ACETATE WHICH WILL SUCCUMB TO VINEGAR SYNDROME AND SO HERE WITH BOTH CELLULOSE NITRATE AND CELLULOSE ACETATE IF YOU CAN STORE THIS FILM IN MICROCHAMBER PAPER FOLDERS YOU WILL REALLY HELP TOP KEEP THE SMELL DOWN AND TO HELP PREVENT THE RAPID CATLYZATION OF THE DETERIORATION BECAUSE OF IF EXTRA ACID IN THE AIR. ACETATE AND NITRATE FILMS SHOULD BE IN COLD STORAGE. THE NATIONAL PARK SERVICE HAS AN EXCELLENT COLD STORAGE TUTORIAL SO IF YOU HAVE IT, CHECK IT OUT. BUT THAT'S ALL I'M REALLY GOING TO SAY ABOUT PHOTOGRAPHS BECAUSE I KNOW COMING UP IN MARCH OR
APRIL?
PROBABLY APRIL, I CAN'T REMEMBER
KRISTIN WILL TELL US, THERE IS
GOING TO BE ANOTHER COURSE LIKE
THIS JUST ON PHOTOGRAPHS.
>> IT'S ACTUALLY COMING UP IN
MAY.
REGISTRATION IS ALREADY OPEN FOR
IT.
WE HAVEN'T SET THE DATES YET BUT
IT'S FIVE CLASSES SET FOR MAY.
>> OH, SUPER.
SO IF YOU HAVE LOTS OF
PHOTOGRAPHS AND LOTS OF
QUESTIONS ABOUT PHOTOGRAPHS
THAT'S THE COURSE FOR YOU.
THE OTHER TYPE OF COLLECTION
MATERIAL THAT I REALLY RECOMMEND
WEARING GLOVES FOR ANY SORT OF
METALS.
SILVER, COPPER, BRONZE, IRON,
IRON, ANYTHING, YOU SHOULD BE
WEARING GLOVES WHEN YOU HANDLE
IT.
WITH METALS, ONE OF THE BIG
THINGS WE WANT TO THINK ABOUT IS
REALLY JUST KEEPING THEM IN A
LOW POLLUTANT ENVIRONMENT AND
KEEPING IT LOW RELATIVE HUMIDITY
SO WE CAN PREVENT CORROSION.
SILVER TENDS TO BE A LITTLE BIT
MORE FINICKY OF A METAL FOR US
to deal with and so I get a lot
of questions and how do I store
silver, how often should I clean
my silver in remember whatever
you polish silver you're
actually removing a layer of
that silver.
SO IF YOU'VE GOT SILVER PLATE
MATERIALS LIKE THIS ONE HERE, IF
YOU POLISH IT TOO FREQUENTLY YOU
WILL EVENTUALLY GET DOWN TO THE
CORE BASE METAL AND YOU WILL
HAVE LOST ALL OF YOUR SILVER.
YOU CAN ALSO GET SILVER AS A
HIGHLIGHT ACCENT AND SO FOR ME I
HAVE A PROBLEM WITH THIS LITTLE PLATE BECAUSE IT'S GOT THE SILVER INLAY. BUT IF I POLISH THE SILVER INLAY THEN ALL OF A SUDDEN I LOSE THE PATINA ON THE COPPER PART OF THE PLATE. SO YOU REALLY NEED TO ASK YOURSELF HOW IMPORTANT IS POLISHING? THEN YOU NEED TO ASK YOURSELF WHAT IS THE ENVIRONMENT THAT WE'RE STORING THIS MATERIAL IN? SILVER ONE OF THE -- US IS BASICALLY YOUR CANARY IN THE CAGE. IF YOU REMEMBER WHEN TARA WAS TALKING ABOUT POLLUTANTS AND E, SILVER IS ONE OF THE MOST SUSCEPTIBLE METALS AND IT WILL BE THE QUICKEST. SO IF YOU KNOW YOU HAVE AN ENVIRONMENT THAT'S NOT THE BEST YOU CAN GET SILVER COUGH AND IT'S BASICALLY JUST AN IMPREGNATED CLOTH THAT HELPS TO MINIMIZE THE TARNISHING OF YOUR SILVER. SO JUST REALLY USE CAUTION IF YOU HAVE TO CLEAN IT. AND I WOULD REALLY CONSULT A CONSERVATOR IF YOU THINK YOU NEED TO CLEAN YOUR SILVER JUST TO BE REALLY SURE YOU'RE NOT GOING TO DO DAMAGE. WE WANT TO FOLLOW THE TENETS OF DO NO HARM. TEXTILES ARE ANOTHER BIG AREA THAT WE TEND TO HAVE A LOT OF PROBLEMS IN STORING WE'RE GOING TO TALK ABOUT THIS IN THE STAFF AND VOLUNTEER TRAINING BUT TEXTILES CAN BE BOXED WITH SUFFICIENT PADING SO THAT YOU DON'T HAVE SHARP CREASES IN THE FOLDS. IF YOU HAVE SHARP CREASES IN THE
Folds that's where your wear is going to occur first. If you're going to hang them on hangers, if you have costumes for larger, the tiles, quilts, things of that nature if you're boxing them they getting to big boxes but they can be rolled on tubes and then covered with tissue or Tyvek and labeled. So rolling is perfectly viable -- a perfectly viable option. If you've got costumes think about how they're going on exhibit, are you supporting them on exhibit and more importantly aren't you supporting them storage? You really want to pad out that hanger because again, think about that costume. If it's hanging on a hanger, all of its weight is being supported in a very small range along that shoulder and that's where you'll notice a lot of the damage incurring. So think about supporting textiles, whether folded in boxes, rolled on tubes, hanging on hangers or mannequins. There will there's a lot of information out there on a lot of this but I will refer you to the references because we are starting to run low on time. We want to think about some of the hazards that we could have in our collections. We talked about cellulose nitrate but we can also have other things that could be problematic. We have our cellulose nitrate film that we know can where problematic. If any of you have any sort of ammunition bullets, cannonballs,
EVEN JUST HAVING THE GUNS AROUND CAN BE PROBLEMATIC BECAUSE A LOT OF THE PROBLEMS THAT YOU GET ARE WITH THE GUN POWDER. AS THE GUN POWDER DETERIORATES OVER TIME IT GETS TO BE MORE AND MORE SUSCEPTIBLE TO SHOCKS AND JARS AND CAN BE EXPLOSIVE THAT WAY BUT YOU ALSO WANT TO THINK ABOUT WHAT WOULD HAPPEN IF YOU HAD A FIRE IN YOUR INSTITUTION IS SO THIS IS ONE OF THOSE RISK ASSESSMENT THINGS YOU WANT TO THINK ABOUT. BECAUSE YOU REALLY DON'T WANT THE FIRE TO SMART SHOOTING AT THE FIREMAN, THAT WOULD NOT BE A GOOD THING. USUALLY, YOUR LOCAL NATIONAL GUARD CAN HELP YOU WITH DISARM AND CLEANING SOME OF THIS STUFF BUT MAKE SURE YOU TELL THEM YOU WANT THE ITEM BACK BECAUSE THEIR NATURAL REACTION IS TO GO OUT AND BLOW IT UP SO TELL THEM YOU WANT THE CASING BACK AND THEY'LL BE MORE CAREFUL. A LOT OF US PROBABLY HAVE STUFFED DEAD ANIMALS OF SOME ILK SO A LOT OF OUR MORE HISTORIC -- ACTUALLY, NOT MORE HISTORIC, ANYTHING UP THROUGH THE 1970s OUR TAX DETERMINEY WILL PROBABLY HAVE SOME HEFTY PESTICIDES AND POTENTIALLY ARSENIC IN THEM. SO BASICALLY IF YOUR TAX DETERMINEY IS A HUNDRED YEARS OLD AND IN REALLY GOOD CONDITION YOU HAVE SOME SERIOUS PESTICIDES OR ARSENIC THERE SO YOU WANT TO BE VERY CAREFUL ABOUT THAT. WE CAN ALSO HAVE SOME OF OUR INNOCUOUS LOOKING COLLECTIONS BE FAIRLY DANGEROUS. AND THIS IS A COLLECTION OF THE DIFFERENT TYPES OF CELLULOID MATERIALS THAT YOU CAN GET.
AND SELL YOU LLOYD IS A COUSIN OF CELLULOSE NITRATE. IT WON'T BE AS FLAMMABLE BUT IT CAN BE PROBLEMATIC IN A FIRE SO YOU WANT TO BE AWARE OF IT AND NO THAT YOU HAVE IT E. AND THEN THERE'S SOME OF THE OTHER MAYBE NOT SO OBVIOUS THINGS. MANY OF US MIGHT HAVE GIRL SCOUT/BOY SCOUT MILITARY FIRST AID KITS FROM ANY TIME PRIOR TO 16960. YOU MIGHT WANT TO CHECK IN THERE BECAUSE YOU MIGHT HAVE GAUZE BANDAGES THAT HAVE BEEN SOAKED IN PICK RICK ACID AND PICK RICK ACID WHEN IT DRIES OUT IS VERY UNSTABLE AND CAN BE FLAMMABLE. SO YOU WANT TO MAKE SURE YOU'RE DEALING WITH THAT. YOU WOULD WANT TO CONTACT A HAZMAT COMPANY TO COME TAKE IT AWAY. IT'S NOT SOMETHING YOU JUST THROW IN THE GARBAGE BUT IT CAN BE VERY PROBLEMATIC. FISCAL CLIFF BE A FIRE DANGER. IF YOU HAVE ANY SORT OF MEDICAL IMPLEMENTS, MEDICAL JARS, MEDICAL BOTTLES, MAKE SURE YOU KNOW WHAT'S IN THEM AND YOU'RE TAKING CARE OR THAT THEY'RE NOT GOING TO BE HARMFUL TO ANYBODY. AND IF YOU HAVE ANY OF THE OLD CANISTERS FROM THE EARLY 1900s, THE INVIGORATEOR OR ANYTHING LABELED LIKE THAT, THEY WERE JUGS TO PUT IN YOUR REFRIGERATOR AND THE WHOLE PURPOSE WAS IS THAT THE CLAY WAS IRRADIATED. BECAUSE AT ONE POINT THEY THOUGHT RADIATION WAS REALLY GOOD FOR YOU. SO BE AWARE OF ANY ITEMS THAT MAY HAVE RADIATION. WATCH DIALS, THE GLOW IN THE DARK STUFF, THE REINVIGORATEOR.
JUST BE AWARE OF WHAT SOME OF
THE HAZARDS YOU MIGHT HAVE IN
YOUR COLLECTION ARE.

>>
SO ACTUALLY BEFORE WE GO ON TO
THAT I WANT TO GIVE EVERYBODY A
POP QUIZ TO MAKE SURE WE'RE
STILL LISTENING SO IF WE CAN
PULL OVER THE POP QUIZ REALLY
QUICK.
WE'RE ALMOST DONE, FOLKS!

>>
>> WHILE PEOPLE ARE ANSWERING
THAT, I PUT A BUNCH OF QUESTIONS
TO THE SIDE
>> YUP.
I'M WORKING ON KEEPING UP WITH
THEM.
>> OKAY.
BUT I -- MAYBE WHAT WE CAN DO IS
IF YOU CAN HANG ON A FEW MINUTES
AFTER 3:30 --
>> I DEFINITELY CAN.
>> WE MIGHT BE ABLE TO GET TO A
FEW MORE QUESTIONS.
AND WE'LL DO OUR BEST TO GET TO
SOME QUESTIONS BEFORE THE END OF
THE -- BEFORE 3:30 BUT IF NOT
HANG ON AND WE'LL TRY TO GET TO
YOU.

>>
>> SOME SOME OF THESE --
>> HOW ARE PEOPLE DOING?
>> LOOKS LIKE PEOPLE ARE DOING
REALLY, REALLY WELL.
THE CORRECT ANSWER IS -- WELL,
IF YOU WANT TO -- I CAN'T QUITE
SEE THE WHOLE SCREEN.
BUT THE QUESTION -- THE ANSWER
THAT I THOUGHT IS REALLY, TRULY,
THE RIGHT ANSWER IS ANSWERS ONE
AND FOUR BUT IT REALLY COULD
DEPEND ON WHAT YOU'RE LOOKING
AT.
IT COULD BE ALL OF THEM.
BECAUSE, YOU KNOW SOME OF THEM
YOU MIGHT WANT TO GET RID OF.
SOME OF THEM YOU PROBABLY COULD IGNORE AND BE JUST FINE.
BUT REALLY YOU WANT TO LABEL THEM AS BEING HAZARDOUS SO THAT OTHER PEOPLE KNOW -- CLUE IT HAD INFORMATION IN YOUR CATALOG AND THEN CONSULT WITH THE EXPERTS TO ENSURE THAT THE DANGERS ARE MINIMIZED OR ELIMINATED.
BECAUSE REALLY IT'S -- ONE AND FOUR IS REALLY WHAT WE WERE GOING FOR.
SO SOLDIERING ON WE WANT TO THINK ABOUT HAVING SOME SORT OF PROCESSING POLICIES AND GUIDELINES BECAUSE OUR COLLECTIONS GET PROBABLY MOST OF THEIR HANDLING WHEN THEY'RE BEING PROCESSED.
SO WE WANT TO THINK ABOUT ENSURING THAT WE DON'T ALLOW FOOD AND DRINK IN THE WORK SPACES, WE TRY TO ENCOURAGE GOOD HABITS.
AND WE TRY TO DISCOURAGE HAVING PERSONAL ITEMS IN THE WORK SPACE THAT COULD BE -- A POTENTIAL FOR THEFT BUT ALSO JUST ADD TO THE CLUTTER.
SO WE REALLY HOPE THAT WE ALSO PROVIDE GOOD ENOUGH PROCESSING SPACES AND SO THAT YOU HAVE TO ROOM TO HANDLE THINGS SAFELY AND MOVE THEM AROUND WHEN YOU'RE ACTUALLY TRYING TO WORK ON THEM.
YOU ALSO WANT TO ENSURE THAT EVERYBODY KNOWS WHAT SORT OF MATERIALS TO USE FOR STORAGE AND LABELING AND A LOT OF THIS IS REALLY GOING TO DEPEND ON YOUR INSTITUTION.
SO THINGS ALSO LIKE REMOVING FASTENERS.
AND IF YOU DO ANY SORT OF TREATMENT OR FLAG THINGS IN ANY WAY THAT ARE ALREADY FRAGILE AND NEED SOME SORT OF REPAIR OR
CONSERVATION WORK YOU WANT TO
THINK ABOUT HAVING THESE
GUIDELINES WRITTEN DOWN BECAUSE
A LOT OF US IN SMALLER
INSTITUTIONS PROBABLY HAVE THIS
WORK BEING DONE BY VOLUNTEERS
AND WE WANT TO BE SURE THAT THEY
KNOW WHAT ARE THEIR EXPECTATIONS
ARE AND I CAN’T TALK ABOUT
STORAGE AND HANDLING WITHOUT
GETTING UP ON MY SOAP BOX ABOUT
POST IT NOTES.
I KNOW A LOT OF YOU ARE HERE
FROM LIBRARIES AND ARCHIVES.
DON’T USE POST IT NOTES.
I KNOW I HAVE HAD SO MANY PEOPLE
SAY "THEY’RE REALLY NOT THAT
STICKY AND RAY REALLY DON’T
LEAVE A RESIDUE.
THEY DO, I’VE SEEN IT AND THEY
REALLY ARE STICKIER THAN YOU
THINK.
I HAD A VERY EMBARRASSED CURATOR
BRING THIS BOOK DOWN TO ME AFTER
I HAD ALREADY CONSERVED IT ONCE
SHE PUT A POST IT NOTE IN THERE
BECAUSE SHE WANTED TO ADD
SOMETHING TO THE CATALOG RECORD
AND SHE WENT TO TAKE THE POST IT
NOTE OUT AFTER IT WAS DONE AND
THIS IS WHAT HAPPENED SO POST IT
NOTES ARE PROBLEMATIC.
PLEASE DON’T USE THEM.
THAT WAS MY SOAP BOX FOR THE DAY
AND I’M DONE NOW.
JUST A FEW TIPS, REMINDING
OURSELVES REMIND OURSELVES WHAT
FURNITURE AND ENCLOSURES YOU’RE
USING YOU WANT THEM TO BE
CHEMICALLY STABLE AND STRONG
ENOUGH FOR STORING THEM.
WE MIGHT NEED MICRO ENVIRONMENTS
TO PROTECT CERTAIN ITEMS SO
THINK ABOUT YOUR SILVER.
YOU MIGHT CREATE A BOX WITH THE
SILVER CLOTH INSIDE CREATING A
SMALL MICRO ENVIRONMENT FOR YOUR
SILVER.
YOU WANT ANY SORT OF PROTECTED ENCLOSURE THAT YOU'RE PUTTING AROUND YOUR COLLECTIONS TO FIT PROPERLY AND PROVIDE SUPPORT SO DON'T GO GRAB ANY OLD PHOTOCOPY PAPER BOX AND THROW THINGS INTO IT AND THINK THAT THAT'S A PROTECTIVE ENCLOSURE.
IT'S NOT PROTECTING ANYTHING.
IDENTIFY YOUR MATERIALS THAT ARE DETERIORATING OR DAMAGED YOUR STORAGE MATERIALS SO THAT YOU KNOW WHAT NEEDS TO BE REPLACED OVER TIME BECAUSE NOTHING LASTS FOREVER INCLUDING OUR CHEMICALLY STABLE STORAGE MATERIALS.
THINK CREATIVELY WHEN YOU HAVE ODD THINGS TO STORE THIS IS EITHER AN ALLIGATOR OR CROCODILE I DON'T KNOW WHICH NOW.
HE'S GOT HIS PROTECTIVE BASE, HE'S GOT PROTECTIVE RINGS AROUND HIM AND THEN HE GETS COVERED WITH TYVEK SO HE KEEPS THE DUST OFF OF HIM SO THERE ARE THINGS YOU CAN DO AND GET CREATIVE.
YOU WANT TO AVOID ANY PRESSURE SENSITIVE TAPES OR LABELS DIRECTLY ON OUR COLLECTIONS MATERIALS LABELS ARE OKAY FOR BOXES.
WE DON'T WANT TO PUT THINGS WITH USED RUBBER BANDS, THEY DETERIORATE AND GET STICKY.
WE WANT TO TRY TO AVOID PAPER CLIPS, DEFINITELY AVOID POST IT NOTES AND ANY SORT OF STANDARD GLUE OR GLUE STICKS SO NO ELMERS NO ANYTHING LIKE THAT THAT YOU CAN BUY BECAUSE THEY AREN'T CHEMICALLY STABLE AND THEY CAN DETERIORATE IN WAYS WE DON'T WANT THEM TO OVER TIME I KNOW I WENT THROUGH THIS QUICKLY BUT HERE ARE SOME OTHER POINTS OF REFERENCE THERE'S TOPICS ON THE
CARE OF MANY DIFFERENT TYPES OF MATERIALS BUT ALSO LOOK BACK IN SOME OF THE PAST WEBINARS. THE LIBRARY OF CONGRESS’S PRESERVATION DIRECTORATE HAS A LOT OF GREAT INFORMATION FOR A LIBRARY MATERIAL, THE AMERICAN INSTITUTE FOR CONSERVATION HAS SOME GREAT LEAFLETS AND NET NEBRASKA SAVING YOUR TREASURES WAS A PROJECT THAT THE NEBRASKA HISTORICAL SOCIETY, THE GERALD FORD CENTER AND THE NEBRASKA STATE LIBRARY DID WITH THE PUBLIC TELEVISION IN NEBRASKA WITH A LOT OF GREAT VIDEOS ON SAVING YOUR TREASURES. SO THERE'S A LOT OF OTHER TYPES OF MATERIALS THAT WE COVERED THERE.

AND SO I'M GOING TO GO AND MOVE ON TO QUESTIONS NOW AND OF COURSE I LEFT MYSELF ONE WHOLE MINUTE FOR QUESTIONS. BUT LIKE I SAID, I'M HAPPY TO STAY ON AND ANSWER QUESTIONS. BUT FOR OUR HOME WORK I WANT YOU TO THINK ABOUT A DISCRETE COLLECTION IN YOUR INSTITUTION AND THINK ABOUT WHERE IT’S STORED AND IS THAT STORAGE SPACE APPROPRIATE FOR THAT COLLECTION? AND IT NEEDS TO BE A TWO OR THREE-SENTENCE RESPONSE AND THAT’S JUST FINE. IF YOU WANT TO TELL ME MORE, THAT’S GREAT, TOO. BUT IT NEEDS TO BE A ONE OR TWO SENTENCE RESPONSE.

>> THANKS, DONIA.
I WANT TO -- JUST REMIND YOU IF YOU'RE WATCHING WITH OTHER PEOPLE LET US KNOW WHO THEY ARE SO WE CAN GIVE THEM CREDIT FOR ATTENDING TODAY ME THAT CHAT BOX AND THE HOME WORK ASSIGNMENT IS
POSTED ON THE COURSE WEB PAGE ALONG WITH A LOT OF THE GREAT LINKS WE TALKED ABOUT AND MORE THAT CAME UP IN THE CONVERSATION THAT I PEEL PUT THERE. AND YOU CAN GET THE LINK TO THE SURVEY MONKEY WHERE YOU CAN ANSWER THE HOME WORK THERE AS WELL.

I THINK THAT'S ALL I HAVE FOR TODAY BUT HOPEFULLY PEOPLE CAN STAY ON FOR A FEW MORE MINUTES AND ESPECIALLY IF YOU'VE ASKED A QUESTION WE'LL TRY TO GET TO THEM ALL.

>> AND IF YOU CAN'T, KRISTIN USUALLY SENDS ME ALL OF THE QUESTIONS AND SO I CAN ANSWER SOME OF THOSE OR IF YOU ARE DYING TO KNOW ABOUT SOME OF THIS START A DISCUSSION ON THE CONNECTING THE COLLECTIONS PAGE.

>>