

;  
; 01/15/13 3:38 PM  
;  
;;;webinar  
>> 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 IS 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  
CHEMILY 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 TASHGZOTYPES, 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 ENCOLLAPSE 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.

>>

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 DYES  
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.

>>

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.

>>

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?

>>

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 DORR 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 SURFUPL 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



CONTACT.

I WOULD BASICALLY PUT THEM SOMEWHERE OUT OF THE WAY BECAUSE MY GUESS TSE THAT THEY'RE NOT GOING TO GET A LOT OF USE, ESPECIALLY 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](http://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 SHELVES 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  
STARTTOR 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 OVERSIZE 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 COLIBRI 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 SPICERS 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 THAERL 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 IF 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  
AND 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 TEND  
TO CURL BECAUSE OF THE  
DIFFERENCE IN EXPANSION AND  
CONTRACTION OF THE GELATIN LAYER  
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 TO KEEP THE SMELL DOWN AND TO HELP PREVENT THE RAPID CATALYZATION 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 PADDING 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 LARGEER, 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 PROBLEM MAT PSYCHOWE 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 START 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.

>>