OVERWHELMED!

OVERSIZE

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Presented by

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GOALS

- Understand materials and degradation pathways
- Know good/better/best storage and handling practices
- Plan for processing collections
- Have resources at hand for further learning
OVERSIZE FORMATS, OVERSIZE PROBLEMS

- Maps
- Architectural Records
Maps

**Early Processes**
- Hand Drawn
- Woodcut
- Engraved/Etched
- Lithography

**Later Processes**
- Color Lithography
- Photomechanical
- Digital
Architectural Records

Early Processes
- Blueprints
- Pellet Prints
- Van Dykes
- Diazotypes

Later Processes
- Hectographs
- Gel-lithographs
- Photo Static Prints
- Silver Halide Prints
- Electrostatic Prints
- Xerography
- CAD
COMMON MATERIALS

BASE MATERIALS
- Cloth (commonly linen or muslin, sometimes starched)
- Paper (handmade, machine made)
- Polyester Film
- Animal skin (parchment, vellum)

MEDIA
- Manuscript Ink
- Oil Based Printing Ink
- Graphite
- Photomechanical
Animal Skin
Paper

- Handmade
- Machine Made
Polyester Film
Inks

- Manuscript Ink
- Oil Based Printing Ink
CAUSES OF DETERIORATION

- Environmental
- Intrinsic nature of artifact
- Poor Handling
- Poor Storage
- Disaster
Environmental Deterioration/Pest Damage
Environmental Deterioration/Mold Damage
Intrinsic Nature of Document/Acidic Ink

Año de 1818.

Ysaac Hendricks
Intrinsic Nature of Document/Light Darkening
Intrinsic Nature of Document / Poor Photomechanical Processing
Mechanical/Folding
Poor Repairs/Tapes
Disaster/Water Damage
Storage and Handling
What enclosures offer

Good quality enclosures offer protection from:
- mechanical
- chemical
- biological

Causes of degradation

Poor quality enclosures can contribute to accelerated degradation
Storage Supplies: Terminology

Paper:
- Archival (mushy term)
- Acid Free (better)
- Lignin Free (best)
- Buffered
- pH

Generally acceptable plastics:
- polyester (Mylar, Melinex)
- polypropylene
- polyethylene

Must be free of:
- external plasticizers
- surface coatings
- UV inhibitors
- and other materials that may interact with collections
Plastic vs Paper

Plastic:
+ Protection in handling
+ Helps keep oversize documents from becoming tightly rolled
- Traps acids in enclosure

- Never use plastic enclosures if the media is flaking or friable, as with charcoal or soft pencil.

Paper
+ absorption of acids
+ ”breathable”, which aids paper longevity

- Have to remove items to look at them
Poor Storage
BASIC CARE

- Temperature
- Humidity (30-55%)
- Insects
- Handling
- Lighting
- Storage
Poor Storage Practices

- Hanging Files
- Cutting and or Folding Documents
- Overcrowding
- Lamination
Hanging Storage
Overcrowded Storage
Cutting & Sectioning
Lamination
Best Storage Practices

- Store Horizontally
- Folder
  
  *(Select primary enclosures that provide adequate support. Use folders made of a heavier weight 10-20 pt. stock or 4-5mil polyester film. Sheets should be sorted and grouped by size, with no more than 10-12 in a folder).*

- Encapsulation
- Flat Boxes
- Map Cases
- Oversize Shelves
- Tube Storage (tube diameter over 4” if possible)
Flat Boxes
Map Cases
Rolled Storage Container Examples
Rolled Polyester Folder

cloth to tuck in at the open ends of the tube after rolling

double layer of polyester film adhered to the tube

not sealed at the cloth end
Rolled Polyester Folder
Rolled Storage
Rolling in Melinex
Rolled Storage
Rolled Storage
Encapsulation
Custom Housing
Handling

- Training staff in good handling techniques is one of the highest impact actions you can take for your collections.
Handling

- Flat Support Boards
- Multiple Handlers are best for oversize
- Oversize Carts
Multiply Handlers
REPRODUCTIONS

- User Copy
- Exhibit Loans and Displays
- Online Access
- Sales
Copy Stand
Copy Stand - HACK

camera - Nikon D850e w/ 60mm 
ext field macro lens w/ polarizing filter

Copy stand elevated to allow for 6'4" of height from floor to top of 

Copy stand

two softboxes with 
Daylight balanced CFL 150w bulbs. 
Polarizing filters over face of softboxes
Copy Stand - HACK
Scanner
Digital Plotter
Digital Printer
EXHIBITION AND DISPLAY

- Develop an exhibit and loan policy
- Request facility reports
- Limit duration of loan and or exhibit
- Limit light levels
- Loan reproductions over originals
DISASTER PLANNING

- Write a Disaster Plan
- Stock disaster supplies
- Practice simulated disaster response
- Join a regional conservation center offering disaster assistance
Incoming Collections
Incoming Oversize Records
• Remove oversize items from the collection
• Insert a separation sheet in the collection, noting new storage location of removed piece
• Update catalog records with location change
• Store the oversize item separately and appropriately
• Label to indicate collection it came from (standardize label information and placement)
• Group by size
Collecting and Appraisal
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Appraisal/ Authenticity
Arrangement and Description

1. Design Plan is the “start date”

2. Balance original order with organizational and access needs

3. Describe by client/location/date
Space Needs
Conservation Lab
BASIC CONSERVATION

- Surface Cleaning
- Humidification and Flattening
- Surface Stabilization
- Spray Deacidification
Surface Cleaning
Vacuum with Hepa Filter
Spray Deacidification
SPECIALIZED CONSERVATION

- Humidification & flattening
- Mending
- Washing & Deacidification
- Varnish Removal
- Relining
Humidification
Humidification - HACK
Humidification - HACK
Flattening
Stabilizing Loose Map Fragments
Mending
Relining
Preservation Links

Archival Suppliers
http://www.universityproducts.com/
http://www.demco.com/
http://www.lightimpressionsdirect.com
http://www.conservationresources.com/
http://www.gaylordmart.com/

Informational Resources
http://www.preserveart.org/
http://www.nedcc.org/ Northeast Document Center
http://www.loc.gov/preservation/care/
Published Materials on Architectural Records

  
  Brief descriptions of modern production processes for architectural records and tips for archival processing

  
  Detailed descriptions of historic production processes (through 1940) and preservation considerations for architectural records.