ON TODAY’S AGENDA

- Book Structure
- Care and Handling of Books
- Scrapbook Structure
- Care and Handling of Scrapbooks
- Resources
THE CLASSICS

BOOKS
BOOK HISTORY

- The codex was created in early 2nd Century AD and used until the 11th Century.

- Gutenberg Bible printed in 1455 AD and ushered in the print era.

- Earliest publisher’s cloth bindings published in 1821.

- Earliest paperbacks published in 1830.
BOOK TECHNOLOGY

- Papermaking invented in 105 AD
- First paper making in Europe by 11th Century
- Paper making machine patented in 1806
- Alum rosin size introduced in 1807
- Wood pulp paper introduced in 1843
PARTS OF THE BOOK

Some common vocabulary
CARE AND HANDLING

BOOKS
COMMON FORMS OF DAMAGE TO BOOKS

- Textblock separates from the case
- Damage to top of spine
- Detached covers
- Torn pages
- Torn endsheets
SHELVING BOOKS

- Make sure that books are straight up and down on the shelves.
- Use bookends to keep shelves tidy and books from leaning.
- Shelve books by size.
- If a book is too large to fit on the shelf, shelve spine down or with oversized materials.
- Remove books from shelf by pushing the volumes on either side back and pulling from the spine.
- Avoid wooden shelving.
SHELVING OVERSIZED BOOKS

- Oversized books should be shelved horizontally.
- Ideally, shelve no more than three high.
- Shelve the largest book on the bottom.
- Remove individually to reach books at bottom.
- Always transport on book trucks.
USING BOOKS

How does the book open?
BOOK SUPPORTS

- Usually foam wedges of varying thicknesses and angles
- Used with weighted snakes to hold books open at best angle
- Useful for display and reading room
BOOK USE TIPS

- Use clean hands to handle books. Gloves are not advised.
- Always leave books on support when reading them. Do not hold them off the table.
- Do not use pressure-sensitive adhesives on special collections materials. This includes Post-It® Notes.
- Do not dog ear books or use acidic bookmarks.
- Transport books on trucks.
- Do not use leather dressings on books.
AVOID PHOTOCOPYING RARE BOOKS
EXHIBITING RARE BOOKS

- Exhibit rare books at low light levels (less than 50 lux).
- Use cradles if book will be displayed open.
- Use Mylar® strapping to hold pages in place, if needed.
- Turn pages regularly.
ADDED LAYERS OF COMPLEXITY

SCRAPBOOKS AND ALBUMS
SCRAPBOOKS AND ALBUMS

- Popular from Victorian era
- Many structure types
  - Sewn
  - Laced
  - Posts
MAGNETIC ALBUMS

- Adhesive coated pages with plastic overlays
- Ubiquitous from mid-20th century
- Extremely damaging to contents
PHOTOGRAPHS
NEWS CLIPPINGS
RIBBONS
PRESSED FLOWERS
PROGRAMS AND TICKETS
LOCKS OF HAIR
AND SO MUCH MORE

TYPES OBJECTS FOUND IN ALBUMS
COMMON FORMS OF DAMAGE TO SCRAPBOOKS

- Acid migration
- Brittle pages
- Failing adhesives
- Corroding staples or pins
- Overfull albums
OPTIONS FOR ALBUMS

- Rehousing
- Reformatting
- Recreating album
- Removing objects from album and storing separately
HOUSINGS FOR SCRAPBOOKS

- House in boxes
- Store flat
- Consider interleaving with Mylar or acid-free paper
- Consider removing posts or laces
TO DISASSEMBLE OR NOT TO DISASSEMBLE?

- Is the scrapbook damaging the contents?
- What is the value of the scrapbook as an artifact?
- Can you safely remove the contents?
IF YOU DISASSEMBLE...

Always create a digital surrogate
RESOURCES

- National Park Service Conserve-o-Grams
- NEDCC Preservation Leaflets
- LOC’s Preservation of Scrapbooks and Albums
- ALCTS Preserving Scrapbooks
- Missouri State Archives Care of Scrapbooks
- AIC Conservation Wiki
THANK YOU!

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