



# Conserve O Gram

January 2002

Number 21/4

## Salvage At A Glance, Part I: Paper Based Collections

<i>Material</i>	<i>Priority</i>	<i>Handling Precautions</i>	<i>Packing Method</i>	<i>Drying Method</i>
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### Paper Documents and Manuscripts

<b>Stable media</b>	Freeze or dry within 48 hours.	Don't separate single sheets.	Interleave between folders and pack in milk crates or cartons.	Air, vacuum, or freeze dry.
<b>Friable media</b> (pastels, chalks)	Immediately freeze or dry.	Do not blot.	Interleave between folders and pack in milk crates or cartons.	Air or freeze dry.
<b>Soluble inks</b> (felt pens, colored pens, ball point pens)	Immediately freeze or dry.	Do not blot.	Interleave between folders and pack in milk crates or cartons.	Air or freeze dry.

### Maps and Plans

<b>Stable media</b>	Freeze or dry within 48 hours.	Use extra caution if folded or rolled.	Pack in map drawers, bread trays, flat boxes, on heavy cardboard or poly-covered plywood.	Air or freeze dry.
<b>Soluble media</b> (maps and plans by photo reproductive processes; hand-colored maps)	Immediately freeze or dry.	Do not blot.	Interleave between folders and pack as above.	Air or freeze dry.
<b>Drafting linens</b>	Immediately freeze or dry.	Avoid pressure, inks can smear.	Pack like soluble media (see above) in containers lined with plastic.	Air or freeze dry. Air dry by separating sheets and interleaving.
<b>Maps on coated papers</b>	Immediately freeze or dry.		Pack like soluble media (see above) in containers lined with plastic.	Freeze drying preferred.

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<b>Books</b>				
<b>Books and pamphlets</b>	Freeze or dry within 48 hours.	Do not open or close. Do not separate covers.	Separate with freezer paper; pack spine down in milk crate or polypropylene box, one layer deep.	Air, vacuum, or freeze dry. Air dry by fanning pages and interleaving.
<b>Leather and vellum bindings</b>	Immediately dry or freeze if there are many.	See above.	See above.	Air dry.
<b>Books and periodicals with coated papers</b>	Immediately freeze or dry.	See above.	Pack spine down in containers lined with garbage bags.	Freeze drying preferred. Air dry by fanning pages and interleaving.

### Parchment and Vellum Manuscripts

	Immediately freeze or dry.		Interleave between folders. Pack oversize materials flat.	Air or freeze dry. Do not freeze dry gilded or illuminated manuscripts.
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### Works of Art on Paper

<b>Prints and drawings with stable media</b>	Freeze or dry within 48 hours.	Don't separate single sheets.	Interleave between folders and pack in milk crates or polypropylene cartons.	Air, vacuum, or freeze dry.
<b>Oversize prints and drawings</b>	Freeze or dry within 48 hours.	Use extra caution if folded or rolled.	Pack in map drawers, bread trays, flat boxes, on heavy cardboard or poly-covered plywood.	Damp—air or freeze dry. Wet—freeze drying preferred.
<b>Framed prints and drawings</b>	Freeze or dry within 48 hours.	Handle glass with care.	Unframe if possible, then pack as above.	Once unframed and unmatted, air or freeze dry.

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<b>Soluble media</b> (watercolors, soluble inks, and hand colored prints)	Immediately freeze or dry.	Do not blot.	Interleave between folders and pack in milk crates or polypropylene cartons.	Air or freeze dry.
<b>Coated papers</b> (such as posters)	Immediately freeze or dry.		If freezing, keep wet in containers lined with garbage bags.	Freeze drying preferred. Air dry by separating pages and interleaving.

### Black and White Photographic Prints

<b>Albumen prints</b>	Freeze or dry within 48 hours.	Do not touch binder with bare hands.	Interleave between groups of photographs.	Air dry or thaw and air dry.
<b>Matte and glossy collodion prints</b>	Freeze or dry within 48 hours.	Avoid abrasion. Do not touch with bare hands.		Air dry, thaw and air dry, or freeze dry.
<b>Silver gelatin printing out and developing out papers</b>	Freeze or dry within 48 hours.	Do not touch emulsion with bare hands.	If freezing, keep wet. Pack in plastic bags inside boxes.	Order of preference: Air dry Thaw and air dry Freeze dry DO NOT vacuum dry.
<b>Carbon prints and Woodburytypes</b>	Immediately freeze or dry.	Handle carefully; binder can swell.	Pack horizontally.	Air dry or thaw and air dry.
<b>Photomechanical prints</b> (collotypes, photogravures) <b>Cyanotypes</b>	Freeze or dry within 48 hours.	Do not separate single sheets.	Interleave every 2" and pack in boxes or crates.	Air dry or freeze dry.

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### Color Photographs

<b>Dye transfer prints</b>	Package to prevent damage. Recovery rate is poor. Immediately dry.	Do not touch emulsion.	Transport horizontally.	Air dry face up.
<b>Chromogenic prints and negatives</b>	Freeze or dry within 48 hours.	Do not touch binder with bare hands.	If freezing, keep wet. Pack in plastic bags inside boxes.	Order of preference: Air dry Thaw and air dry Freeze dry DO NOT vacuum dry.

### Cased Photographs

<b>Ambrotypes Pannotypes</b>	Recovery rate is low. Immediately dry.	Handle with care. Extremely fragile binder. Glass supports.	Pack horizontally in a padded container.	Air dry face up. Never freeze.
<b>Daguerreotypes</b>	Immediately dry.	Handle with care. Fragile surface and cover glass.	Pack horizontally in a padded container.	Air dry face up. Never freeze.
<b>Tintypes</b>	Immediately dry.	Handle with care. Fragile binder.	Pack horizontally.	Air dry. Never freeze.

This *Conserve O Gram* was adapted from “Salvage Operations for Water Damaged Archival Collections: A Second Glance” and “Salvage at a Glance” in *WAAC Newsletter*, Vol. 19, No. 2, May 1997, by permission of the author, Betty Walsh. <<http://palimpsest.stanford.edu/waac/wn/wn19/wn19-2/wn19-206.html>>

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