

# DHPS | NY HOUSING MATERIAL BASICS

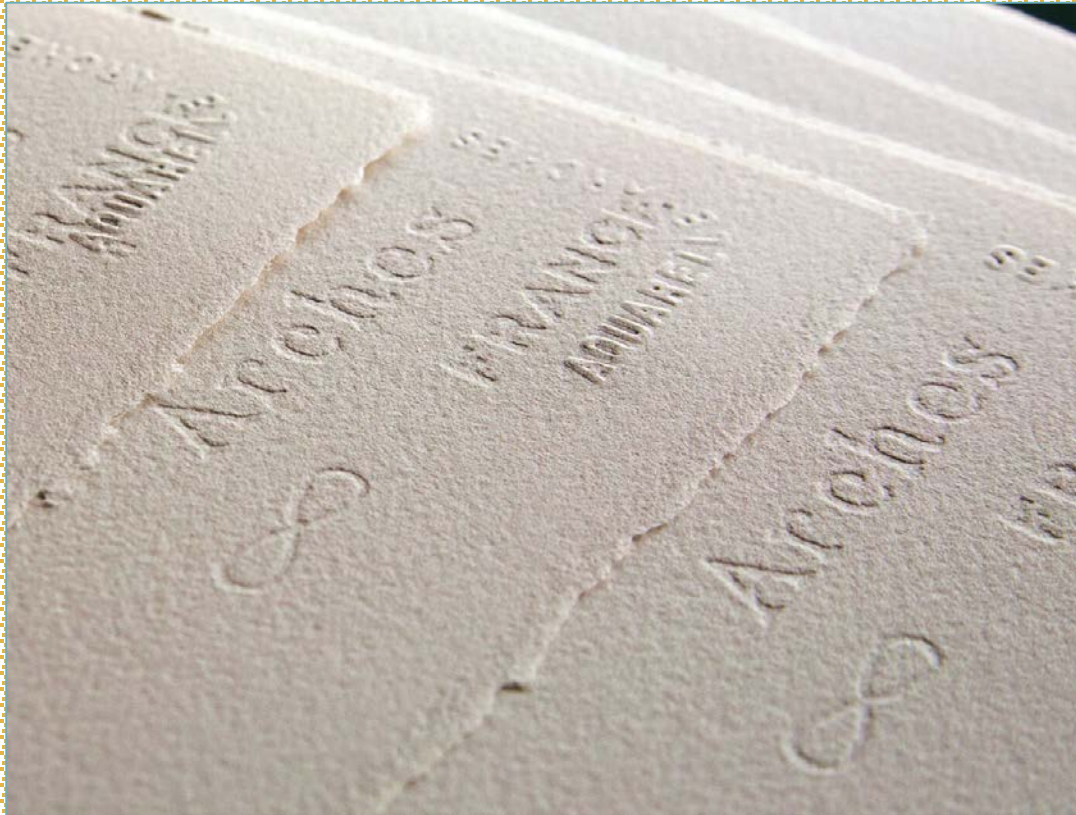


Image: Arches Paper

Gillian Marcus, DHPSNY Preservation Specialist

Documentary Heritage and Preservation Services for New York is a five year initiative to deliver collections-related training, preservation surveys, archival assessments, and other services to the historical records community in New York.



New  
York State  
Library



DHPS | NY

DOCUMENTARY HERITAGE  
& PRESERVATION SERVICES

*FOR NEW YORK*

**Website: [dhpsny.org](http://dhpsny.org)**



*New York State  
Archives*

CONSERVATION  
CENTER

*for art & historic artifacts*

# Today we'll be discussing...

- Preservation terminology and how to look beyond misleading descriptors such as “archival” and “conservation-grade” ...
- Manufacturing standards and best practices...
- Selecting appropriate housing materials for paper, book, photographic material, and oversized collections...



Image: Paramount Pictures

# Preservation Terminology

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- Acid-free
- Archival
- Buffered \*vs  
Unbuffered
- Lignin-free
- PAT (Photographic  
Activity Test)
- Polyester
- Polyethylene
- Polypropylene
- Zeolites (Molecular  
Traps)

# Archival

Resistant to deterioration or loss of quality, allowing for a long life expectancy when kept in controlled conditions; not causing harm or reduced life expectancy.

(Society of American Archivists)

# Archival

...unfortunately, the term “archival” has been overused in commercial advertising to the point where it is nearly meaningless.



Image: Billy Name





# Acid Free

pH neutral at the time of production



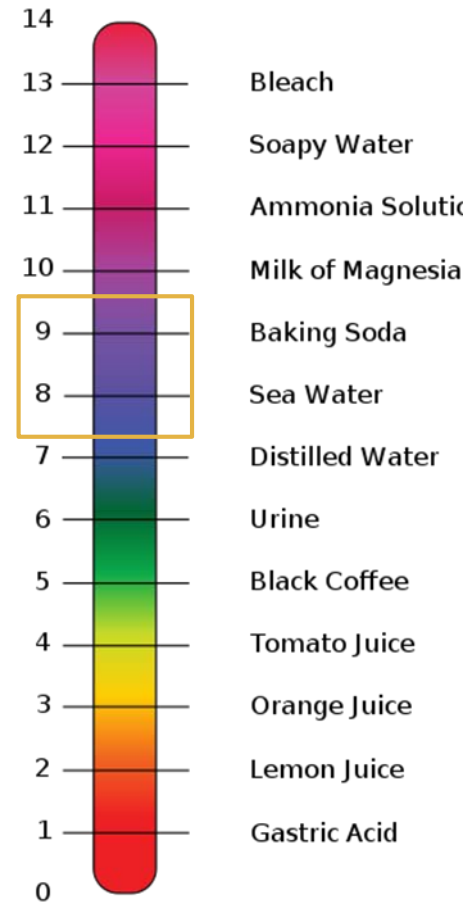
pH neutral = approximately pH 7

# Acid Free



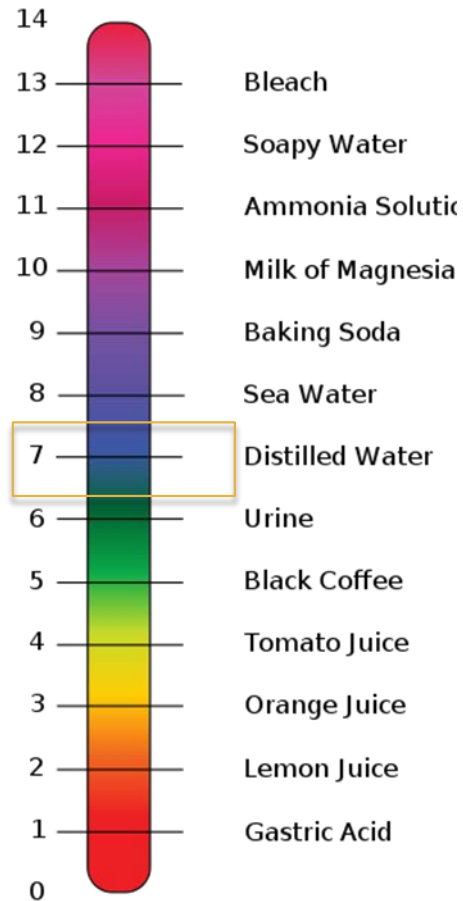
# Buffered vs. Unbuffered:

## Buffered



# Buffered vs. Unbuffered:

## Unbuffered





# Buffered or Unbuffered?

## Buffered Paper/Board

- Stencil Reproductions
- Gel-Lithographs
- Electrostatic
- Manuscript Maps
- Printed and handcolored Maps
- Full-Color Printed Posters
- Art on Paper
- Posters

## Unbuffered Paper/Board

- Hectographs
- Van Dyke Prints
- Diazo & Sepia Diazo Prints
- Blueprints
- Positive Blueprints/ Pellet Prints
- Photostats
- Ferrogalllic Prints
- Aniline Prints



# Lignin-free

(what *is* lignin, and why don't you want it?)

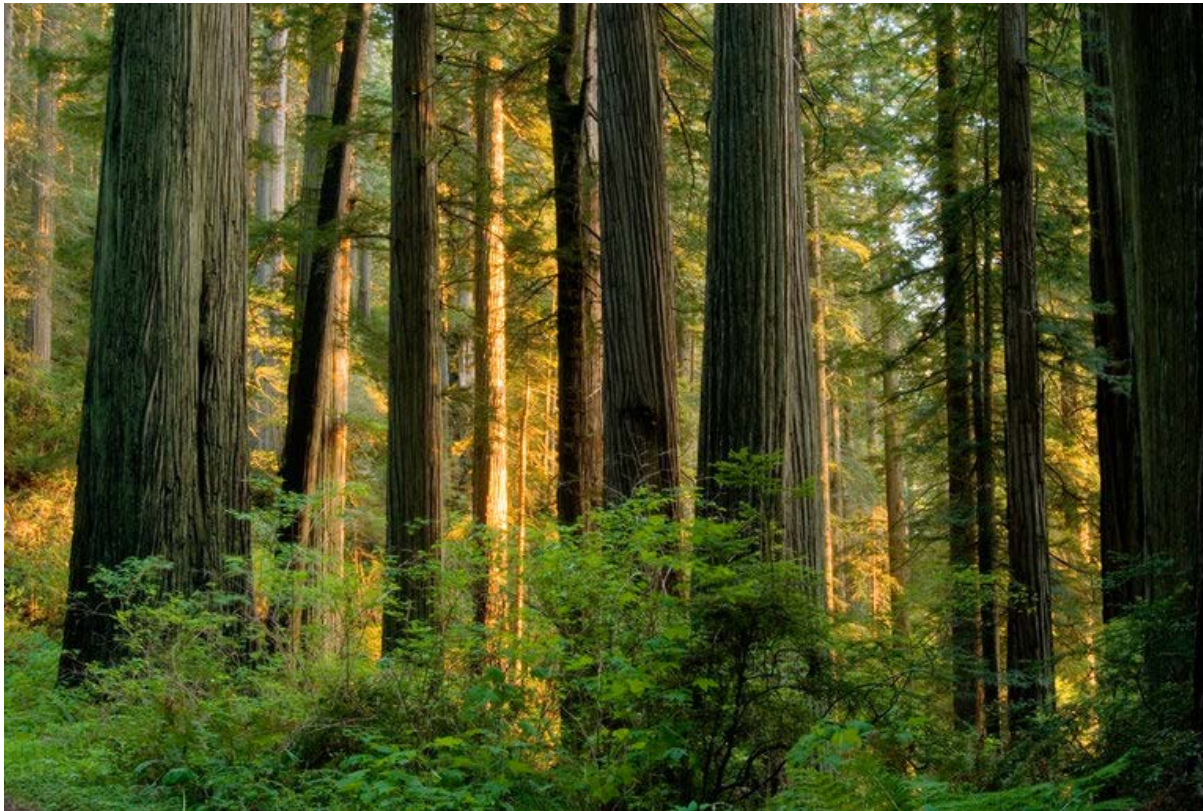


Image: New York Times

# Lignin-free options: rag paper



Image: U of Iowa

## Hahnemühle Platinum Rag

Designed for platinum printing and other alternative processes

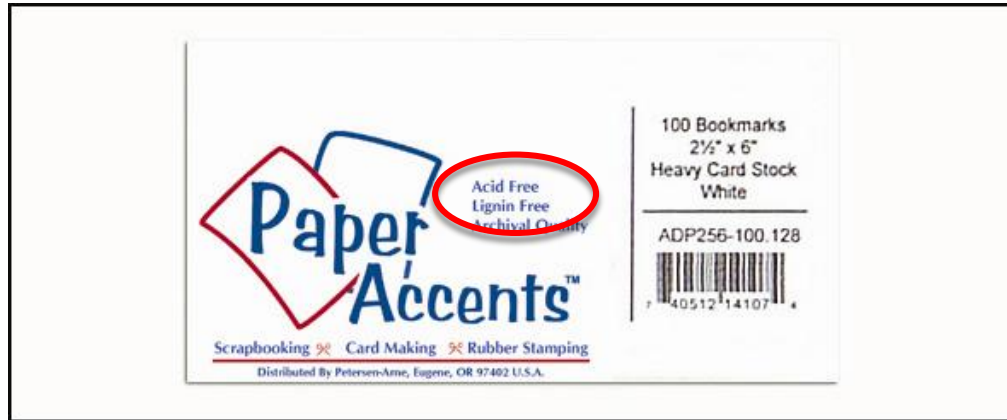
300 gsm · 100% Cotton · natural white

Acid free · free of alkaline buffering

Excellent coating and clearing properties



# Lignin-free options: chemical pulp



# PAT (Photographic Activity Test)

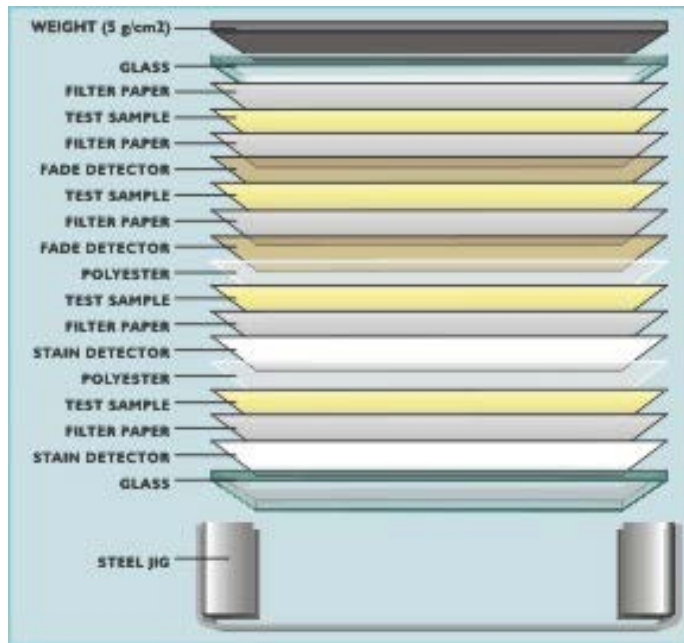
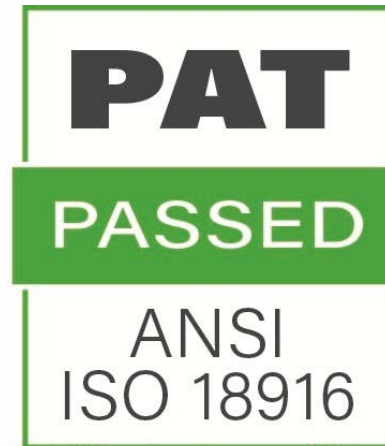


Image Permanence Institute



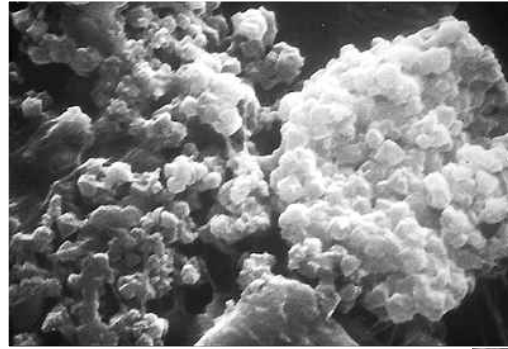
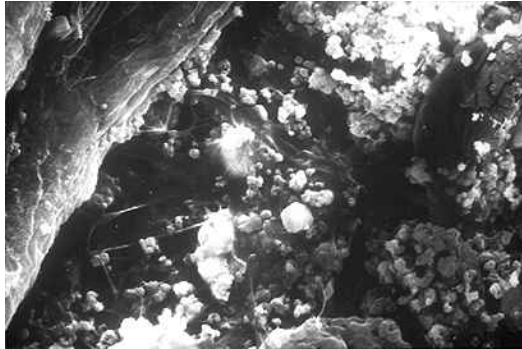
PEL board meets or exceeds the standards required for the Photographic Activity Test



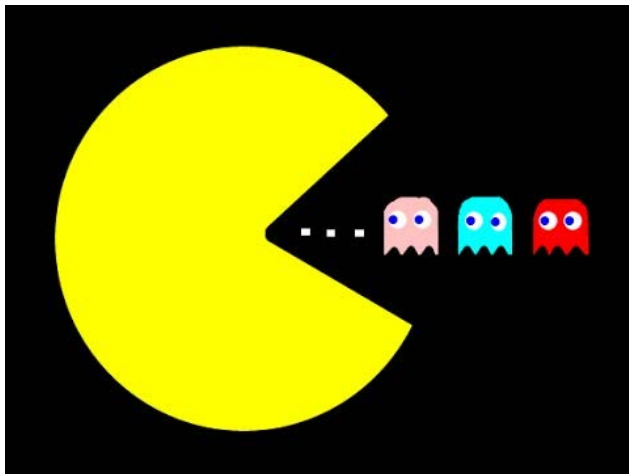
# The 3 P's of Plastic: Polyester, Polyethylene, Polypropylene



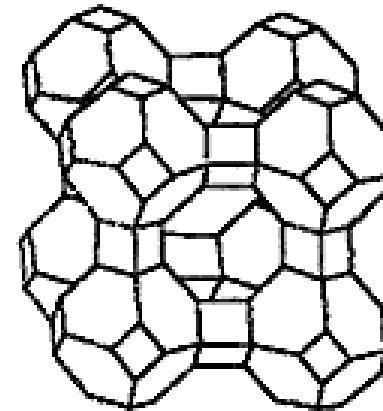
# Zeolite Molecular Traps



*Magnifications of paper containing zeolites (images Siefried Rempel)*



*Extremely scientific diagram of zeolite devouring pollutants*



*Zeolite structure*

# Understanding Standards

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**Standards:** requirements, specifications, guidelines, or characteristics that can be used consistently to ensure that materials, products, processes, and services are fit for their purpose.

(International Organization for Standardization)

# Understanding Standards

- **ANSI:** American National Standards Institute
- **NISO:** National Information Standards Organization
- **ISO:** International Standards Organization



# Understanding Standards

- **ANSI/NISO Z39.48-1992:** Permanence of Papers for Publications and Documents in Libraries and Archives
- **ANSI/NISO Z39.77-2001:** Guidelines for Information About Preservation Products
- **ISO 18902:2013:** Imaging Materials – Processed Imaging Materials – Albums, Framing, and Storage Materials



# Selecting Materials for Paper and Book Collections

# Paper Enclosures



Images: [universityproducts.com](http://universityproducts.com)

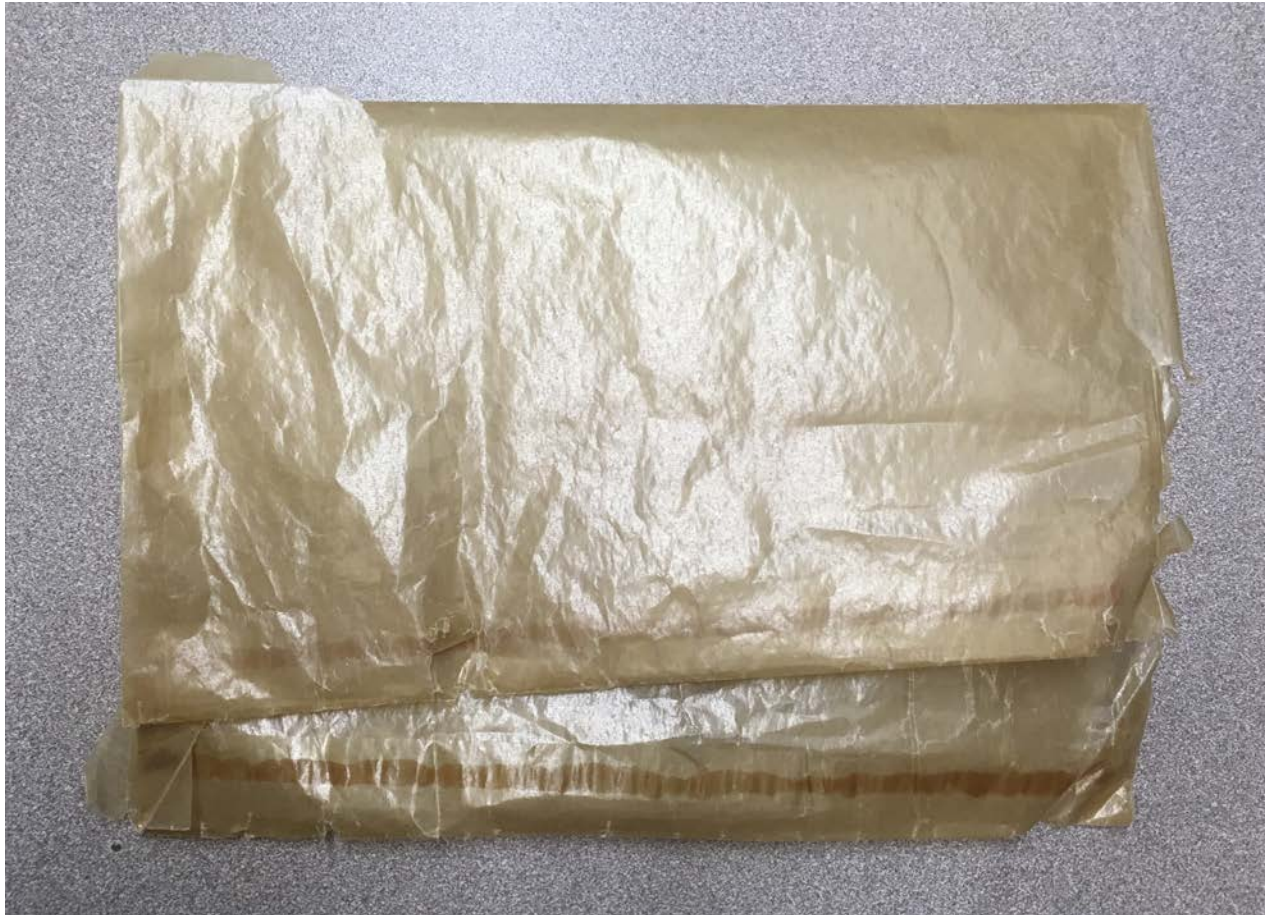
# Interleaving



Image: universityproducts.com

- MicroChamber
- Buffered or unbuffered tissue and interleaving papers
- SilverSafe and Photo-Tex papers for photographic materials

Glassine is *not* recommended.



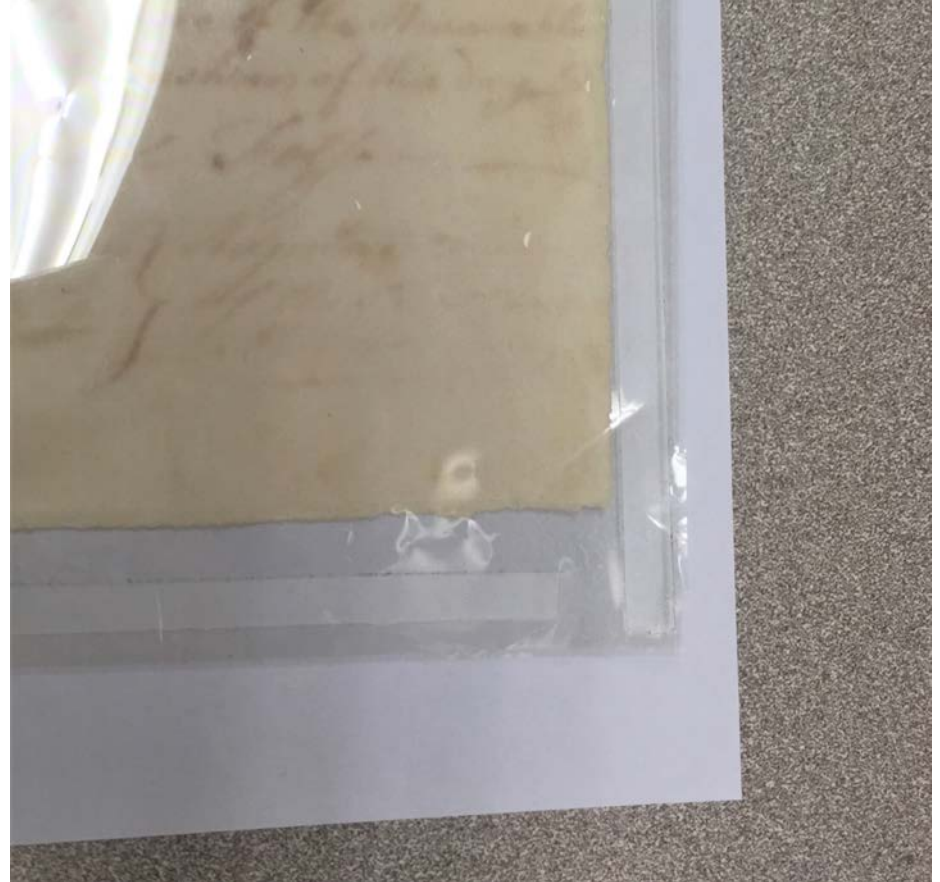
# Plastic Enclosures



# Polyester Encapsulation

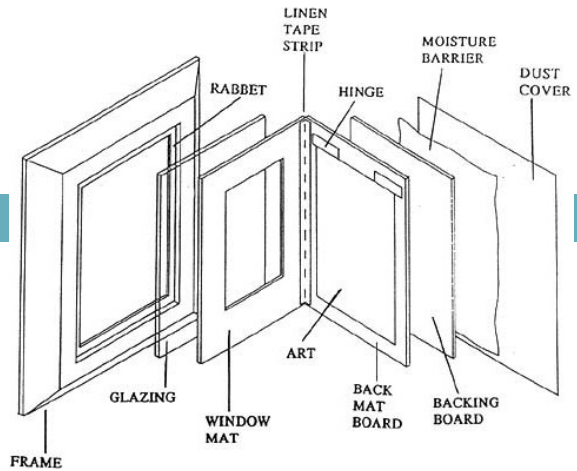


**Good:** ultrasonically welded!



**Bad:** sealed with double-sided tape!

# Mats



- Look for acid-free, alkaline buffered materials for most archival objects
- ArtCare board has molecular sieves as well as an alkaline reserve
- Attach to backing board with photo corners or Japanese paper hinges
- Use interleaving for storage
- With photographs, all materials should also pass the P.A.T.



Photo: Jessica Keister

# Solander Boxes/Clamshell Cases



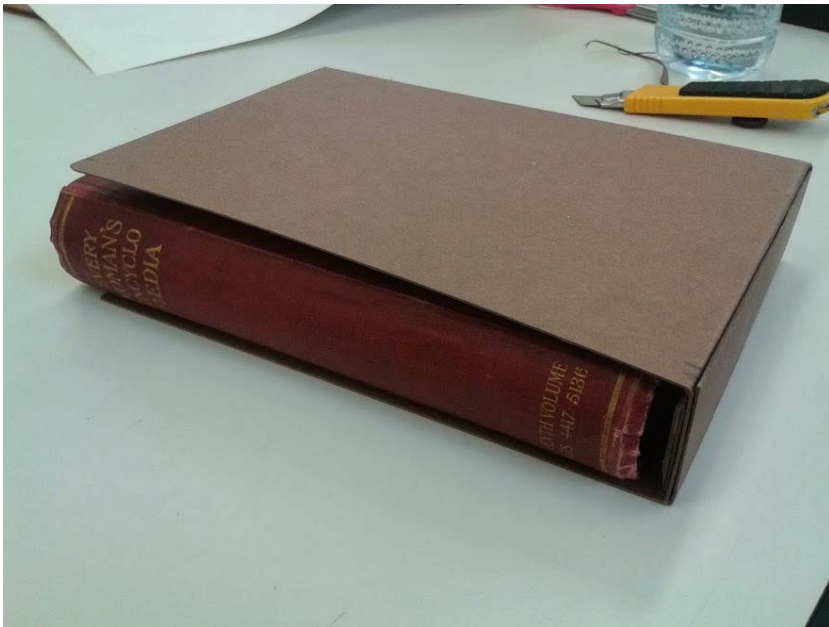
Image: B&H Photo and Video



# Book Boxes



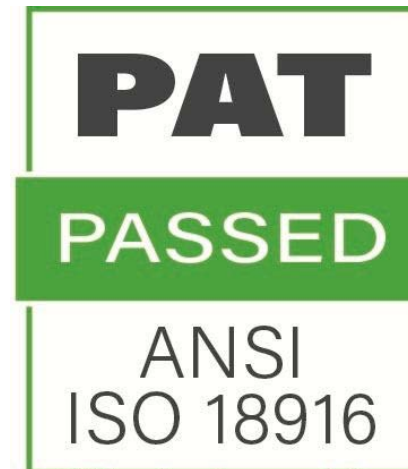
# Book Shoes



# Housing Photographic Materials

# Photographic Activity Test (PAT)

- ISO 18916:2007: Photographic Activity Test for enclosure materials
- photographic enclosure materials such as paper, tissue, cardboard, mat board and plastics, adhesives, inks, paints, labels, and tape.



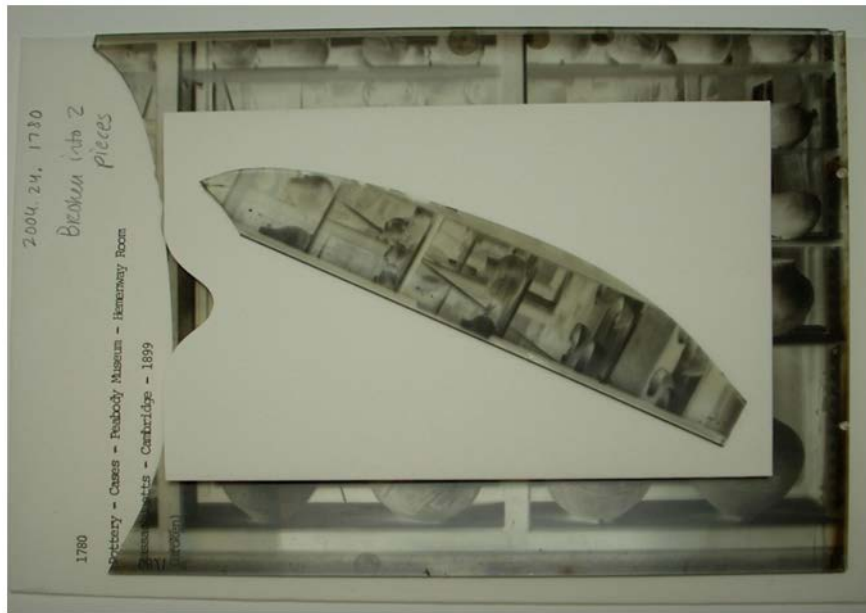
PEL board meets or exceeds the standards required for the Photographic Activity Test

# Glass Negatives and Lantern Slides



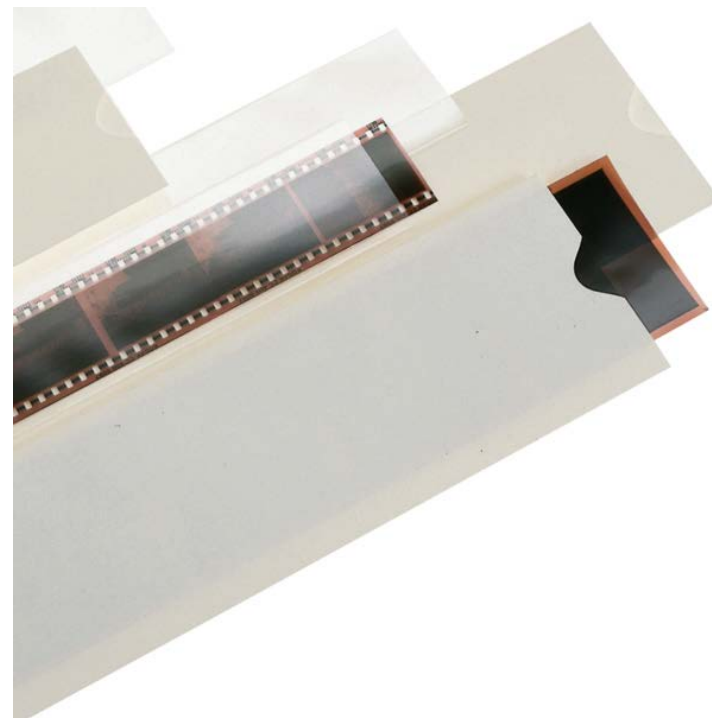
Images: Gaylord.com and universityproducts.com

# Broken Glass Plate Negatives



Photos: Jessica Keister

# Strip Negatives



# Photographic Prints





# Special Considerations

- Panoramic photographs
- Cyanotypes
- Photograph albums



Image: telegraph.co.uk

# Photograph Albums and Scrapbooks



Images: [universityproducts.com](http://universityproducts.com)

# Boxes

# Vertical vs. Horizontal Storage



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Photo: Barb Lemmen

# Using Vertical Boxes



Photos: Rachel Wetzel

- ✓ Fill out empty space with alkaline board spacers
- ✓ Insert pieces of alkaline board between different sized materials

# Incorrect Vertical Storage



Photo: Jessica Keister

# Horizontal Storage: Drop-Front Box



# Incorrect Horizontal Storage: Non-Drop-Front Box



Photo: Jae Gutierrez



# Modifying Commercially Available Boxes



Photo: Joan Irving

# Housing Oversized Materials

# Storage in Flat Files



Image: Universityproducts.com



Image: Lothian Health Services Archive

# Flat File Dos and Don'ts

## □ Do...

- Store materials in lignin-free archival folders before putting them in the drawer.
- Leave enough space so that the drawer can be shut without catching on the objects inside.
- Store similarly-sized items together.

## □ Don't...

- Store rolled objects in a drawer.
- Overfill the drawers.
- Stack objects on top of one another without interleaving between them.



# Oversized Rolled Objects



# Oversized Rolled Objects



Photos: Jessica Keister

Questions?



DHPS | NY

DOCUMENTARY HERITAGE  
& PRESERVATION SERVICES  
*FOR NEW YORK*

## *Questions?*

DHPSNY staff is available to answer your questions.  
Contact us at [info@dhpsny.org](mailto:info@dhpsny.org) or (215) 545-0613.

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