



DHPS | NY

DOCUMENTARY HERITAGE
& PRESERVATION SERVICES
FOR NEW YORK

Thanks for joining us! Today's presentation will begin shortly.

Please check your audio and video settings.
You should currently hear music in the background.

If you have questions or want to report any technical issues,
contact us at info@dhpsny.org or (267) 362-9433.

COMMON COLLECTION CONDITIONS:

Assessing the condition
of your paper-based
collections

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



*New York State
Archives*



DHPS | NY

DOCUMENTARY HERITAGE
& PRESERVATION SERVICES

FOR NEW YORK

Website: dhpsny.org



CONSERVATION
CENTER

for art & historic artifacts



Heather Hendry

Senior Paper Conservator

Conservation Center for Art and
Historic Artifacts (CCAHA)

Paper conservation, collection
surveys and consultation

Meet with clients to assess
collection objects

Workshops, lectures, webinars

www.ccaha.org



CONSERVATION CENTER

for Art & Historic Artifacts

Today's Goals:

- Introduce participants to factors that affect the long-term preservation of their collections.
- Provide a framework to prioritize preservation needs.
- Discuss methods for caring for collections until the next steps can be taken.



Illustrations by Klaus Kremmerz. *Village Voice*, "Keepers of the Secrets" by James Somers, 9/20/2017

Assessing condition on the frontline:

- Volunteers
- Archivists
- Curators
- Educators
- Collectors
- Donors
- Collection Managers
- Registrars
- Researchers
- Anyone who looks at your collection!



Prioritizing by condition



WHY ASSIGN CONDITION PRIORITIES TO COLLECTIONS?

- Provide data for creating a preservation plan
- Focus time, preservation efforts, funding, and storage strategies
- Improve access
- Applications for funding for preservation and conservation projects

When do you prioritize a collection's preservation needs?

- When accessioning or cataloguing new collection items
- As part of a collections survey
- During processing or appraisal

Condition: Priority Levels

Urgent (Contagious)	Immediate intervention is needed; cannot be accessed without treatment
High	Object(s) are in danger of further damage; access should be limited to none
Moderate	Object(s) are vulnerable but not in immediate danger; should be handled with moderate supervision and instruction
Low	Object(s) would benefit from treatment but can be safely accessed
None	Object(s) are in stable, good condition

Priority: Urgent

- Active or inactive mold
- Active insect infestation
- Damp or extremely soiled objects



NOTE: This category will always be the highest priority requiring immediate attention regardless of the object's or collection's mission relevance

Priority: Urgent



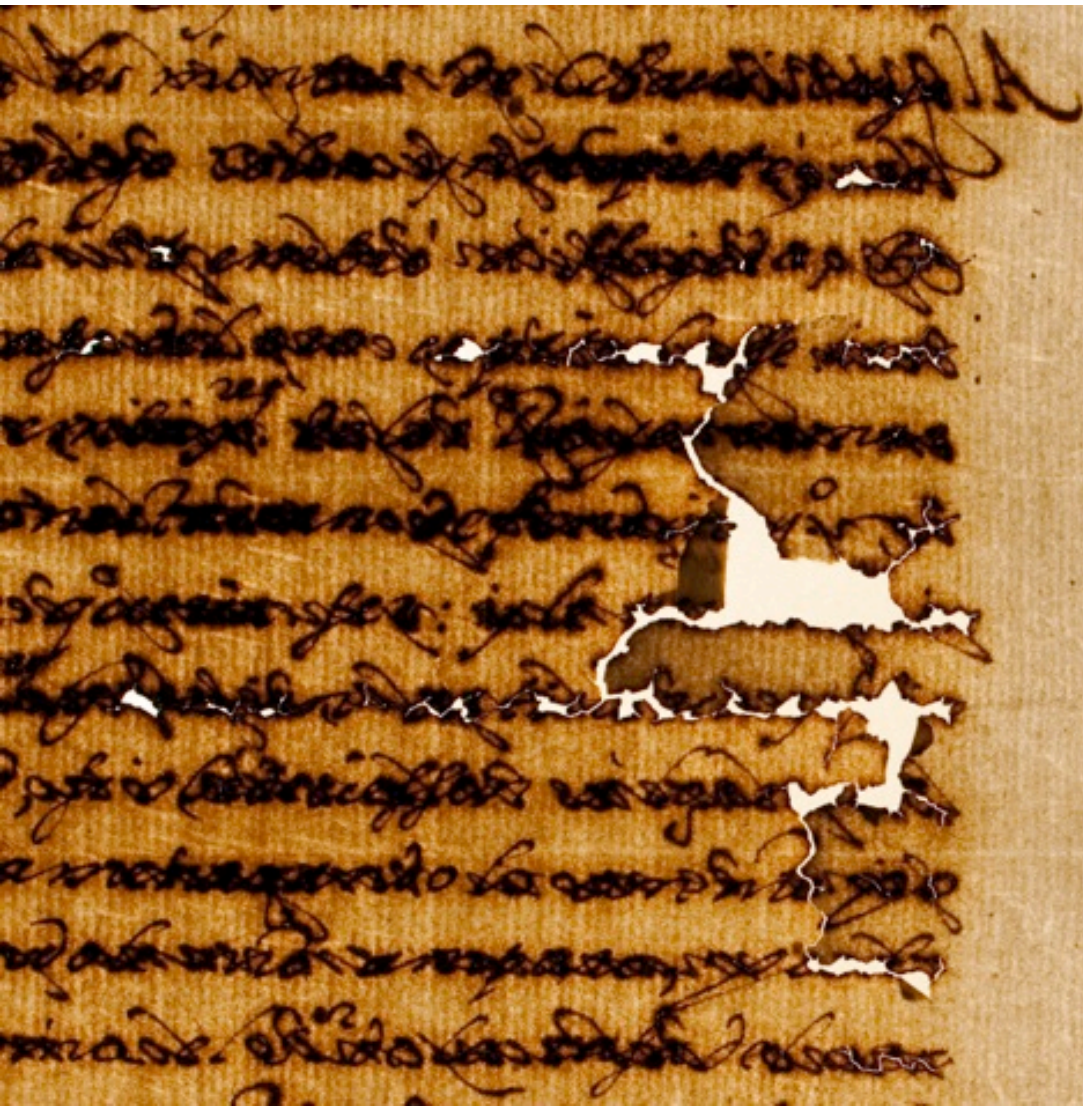
Priority: High

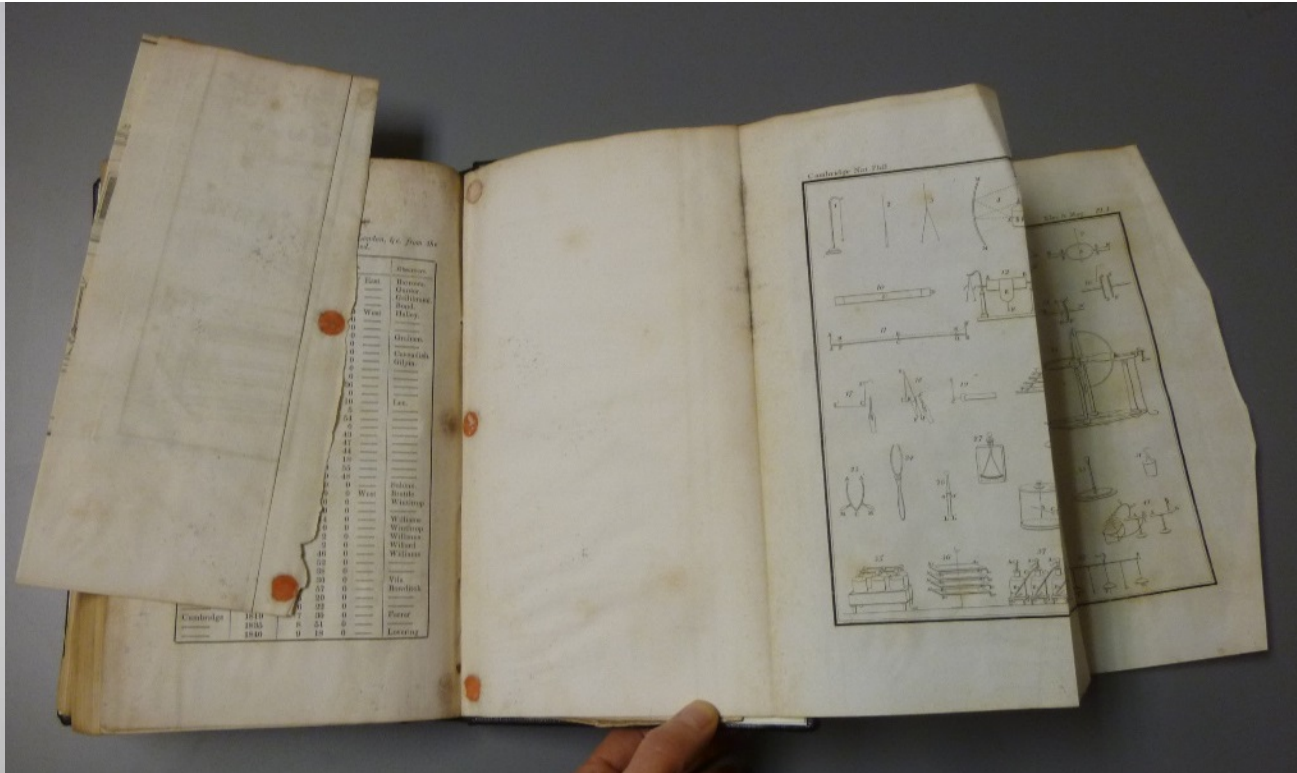
**An object that is
a risk to itself
and cannot be
accessed safely:**



Image: The Picture Restoration & Conservation Studios

Priority: High





Priority: Low



- Small tears and creases in margins
- Slight staining or discoloration (not affecting information or image)
- Minor surface soil
- Some poor quality mounts or housing
- Loose book cover



Priority: None



Examining Paper Objects



Examining Paper Objects

What are you looking at?

- Artworks:
Aesthetic
- Archival
Materials:
Information

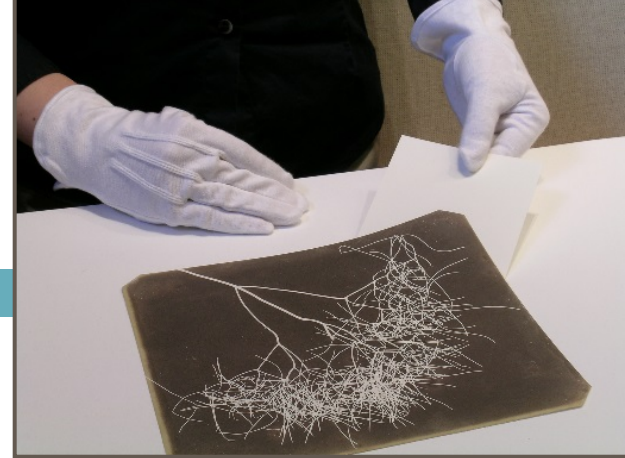
What is it made of?

Paper supports
Media
Additional
materials:
adhesives, seals,
secondary
supports, staples,
paperclips

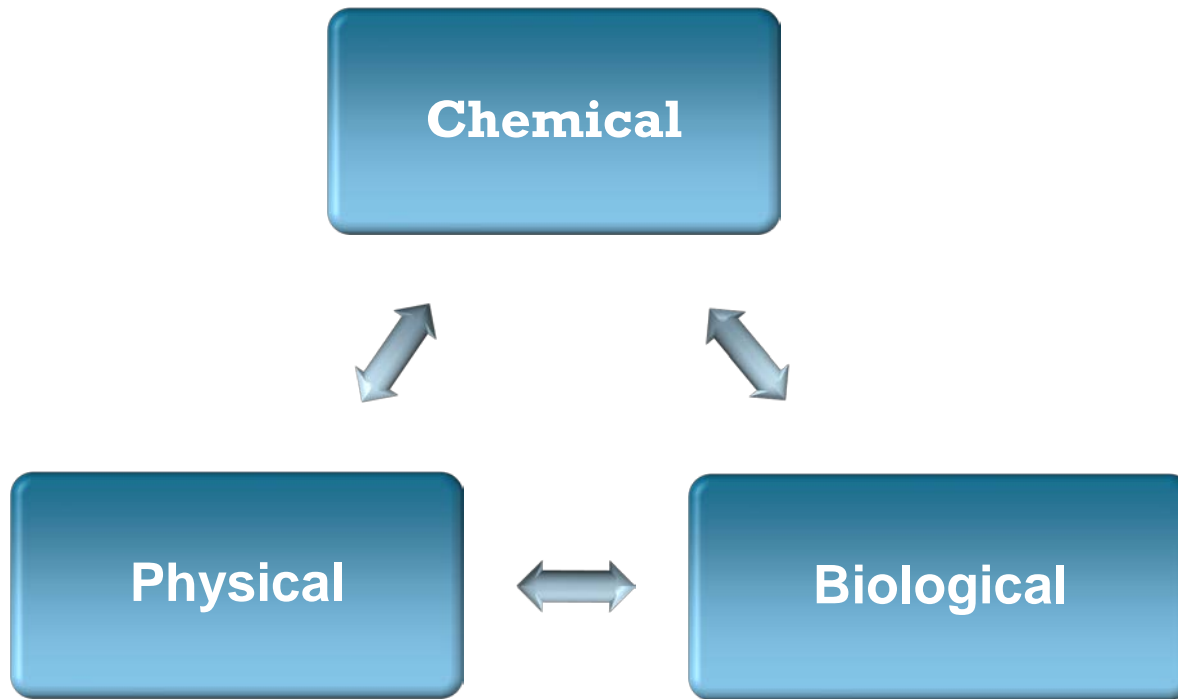


Examining Paper Objects

- Create a well-lit, secure, clean and organized space
- Avoid causing surface abrasion.
- Lift items with a paper support
- Use supports to turn or flip flat objects: looking at the verso is very important
- Use a clean secondary support to reduce handling and protect the object from dirt and grime.
- Gloves are only recommended for photographs, not paper objects.
- Get help when handling oversized objects.



Types of Deterioration



Deterioration of Collections



Physical



Chemical

Acidity



Acidity



Brittleness



Local Discoloration



Seigneurie d'Orléans

A109 - 1712 A

1712 A - 1712 A



Contact Discoloration



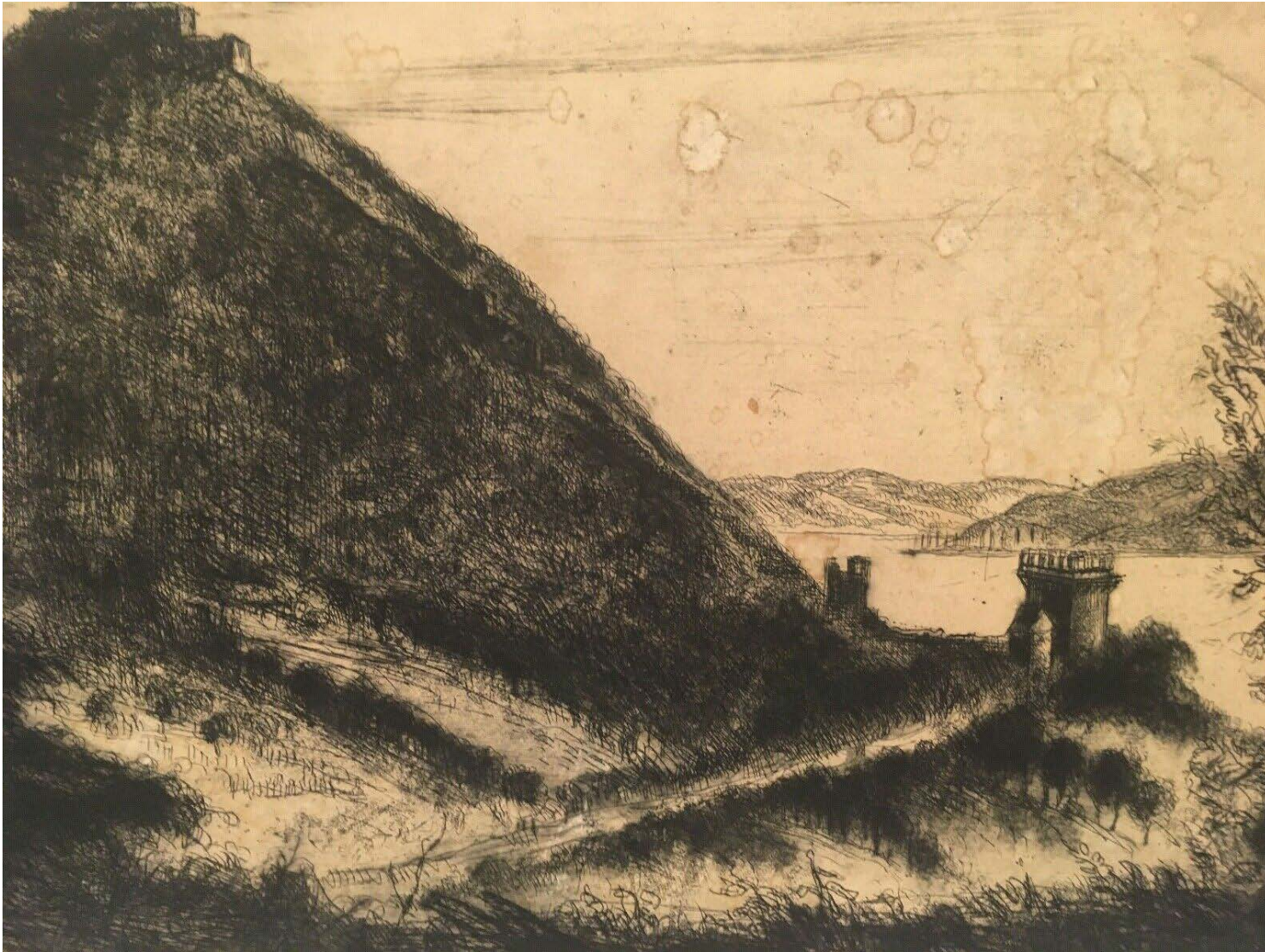
GRACE DARLING AND HER FATHER

*Rescued from the wreck of the "Hesperus" after being lost for several days. Taken off the "Hesperus" Sept. 1840.
The father and daughter were rescued by the "Hesperus" from the wreck of the "Hesperus" Sept. 1840.*

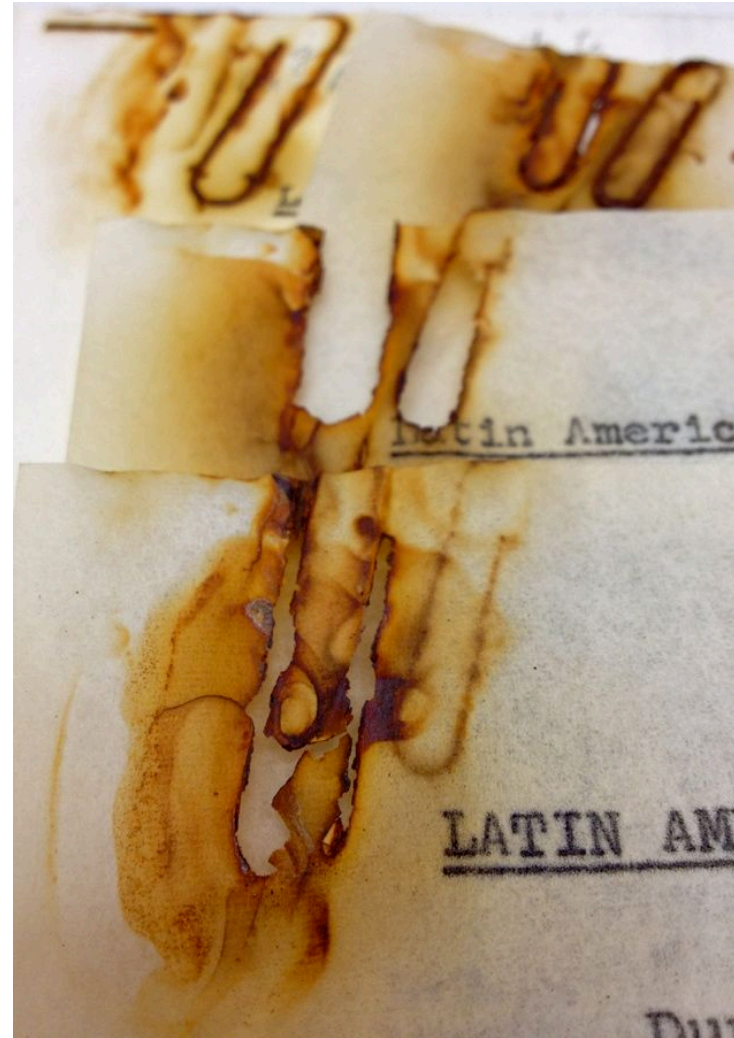
Local Discoloration: Foxing



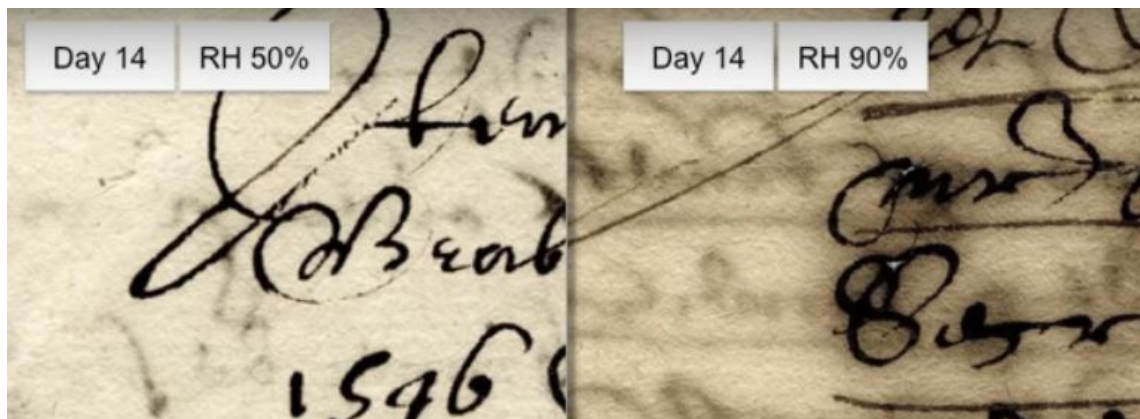
Local Discoloration: Stains



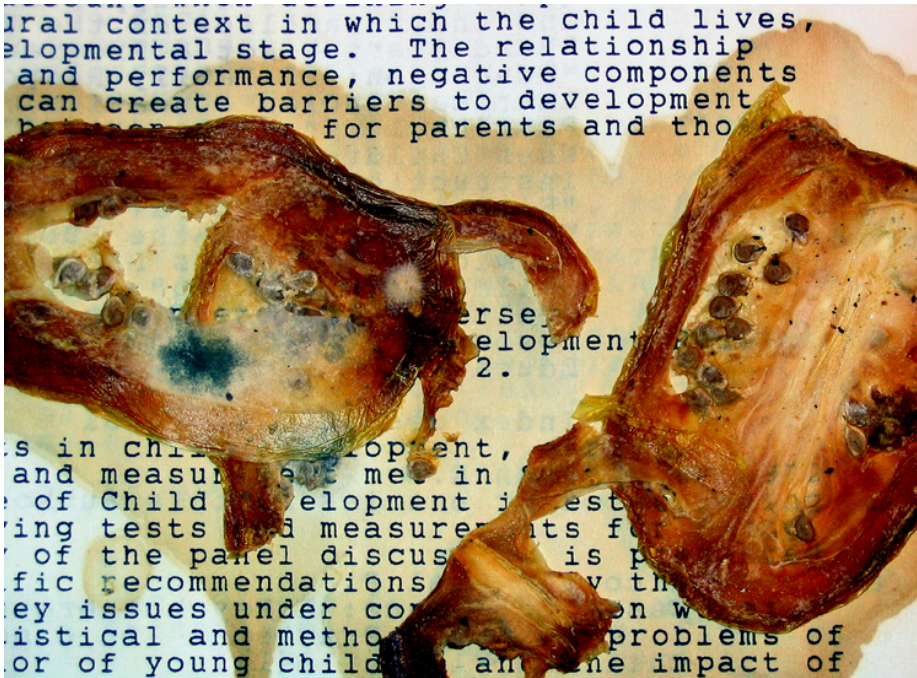
Contact with damaging materials



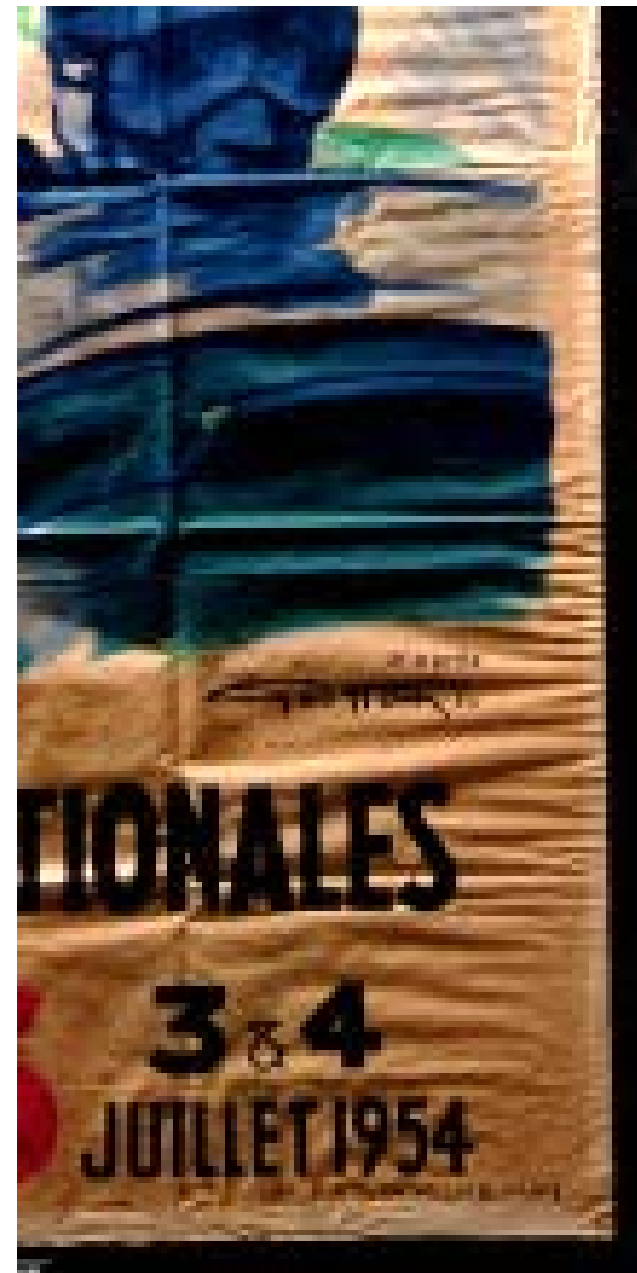
Iron Gall Ink



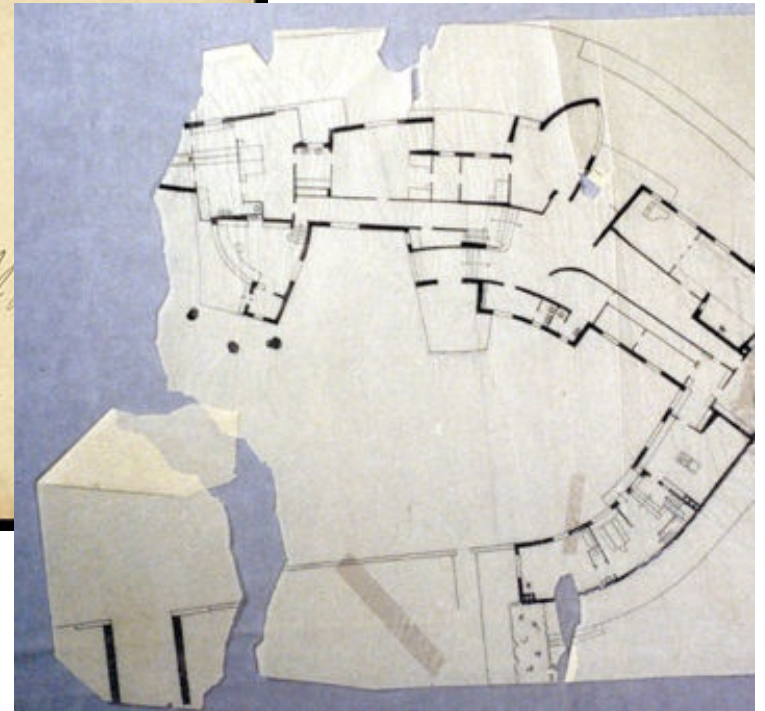
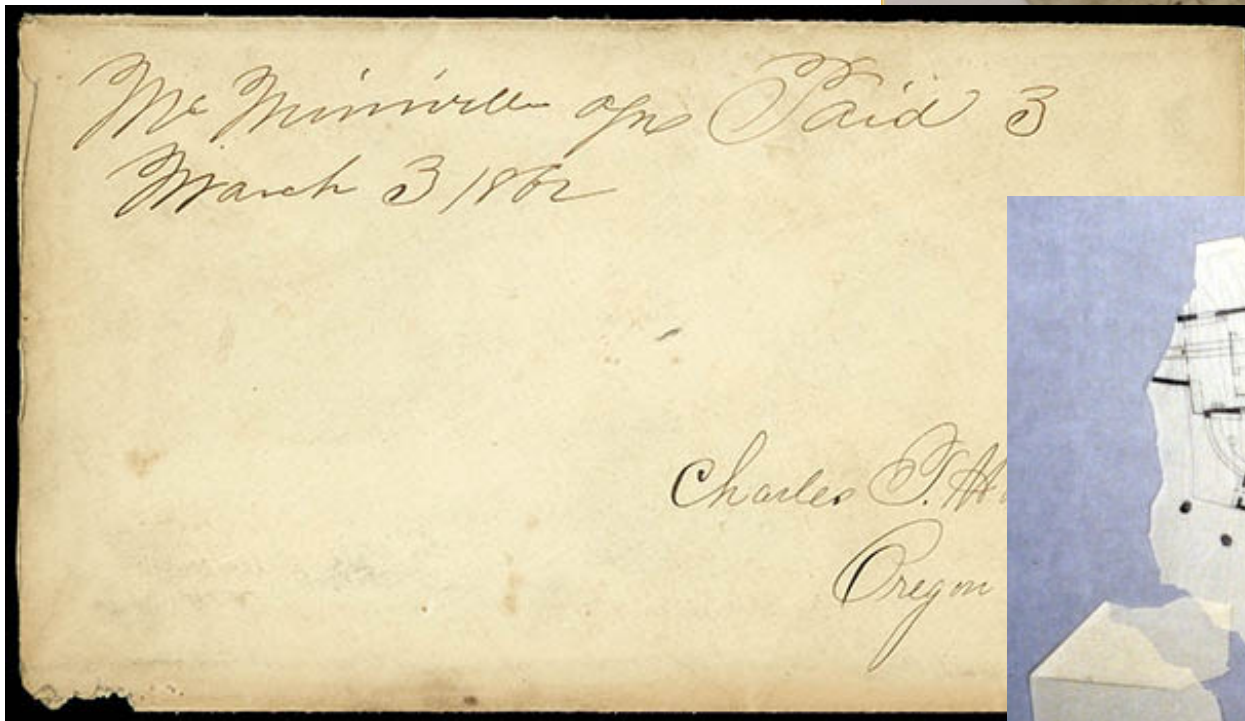
1. *Journal of Management Studies*, 1996, 33, 1, 1-14.



Distortion



Tears and Losses



Flaking media



Abrasion and skinning



Insect damage



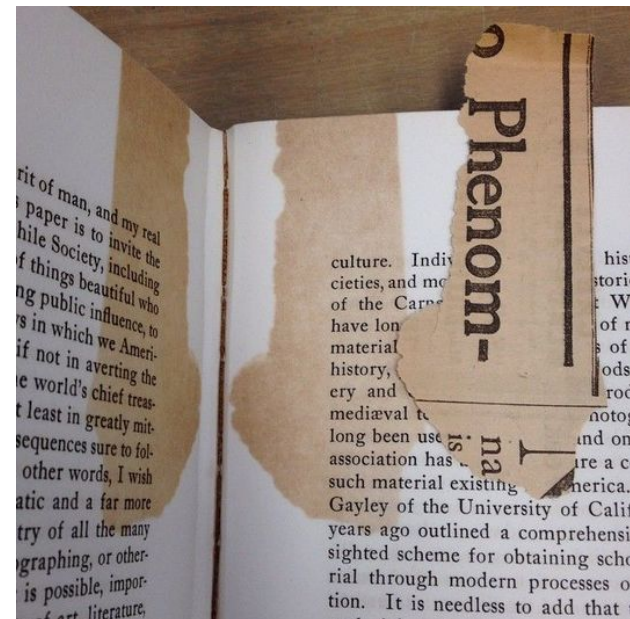
Mold

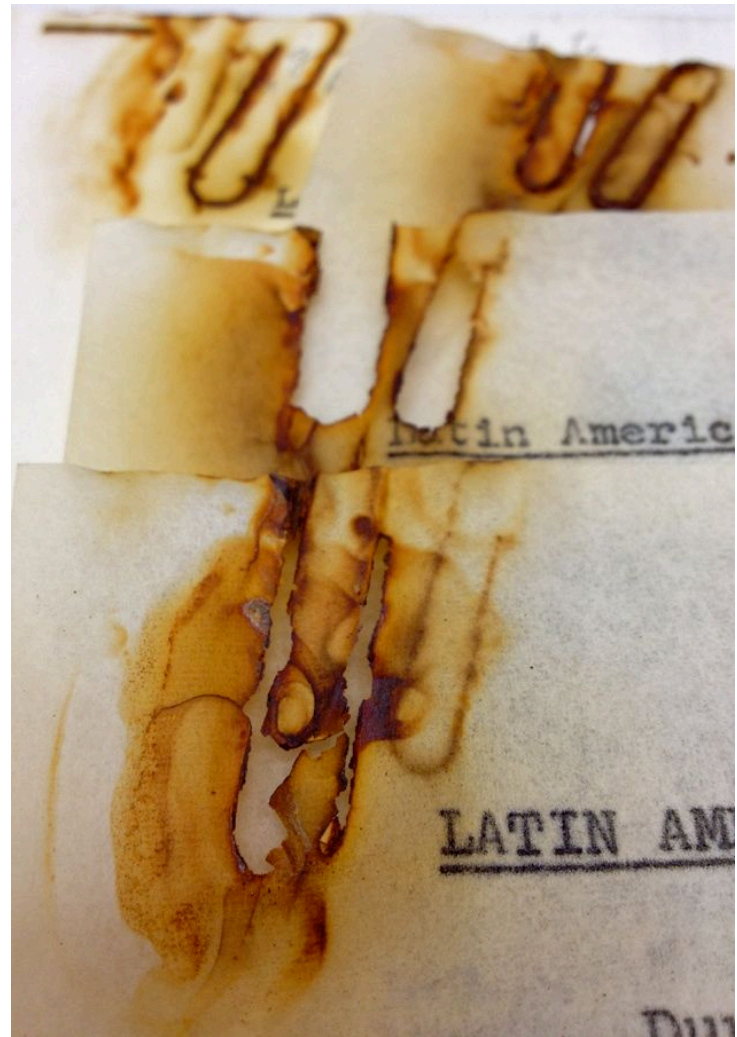
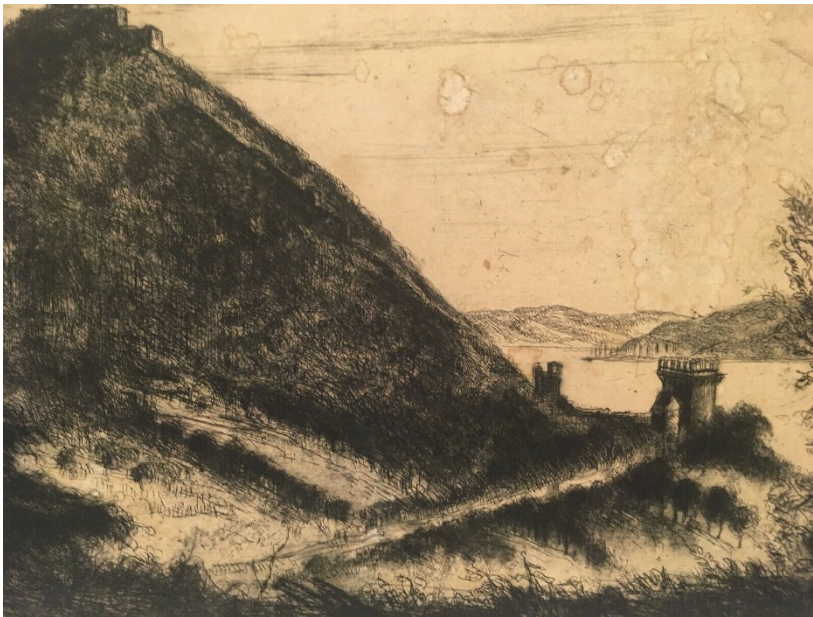


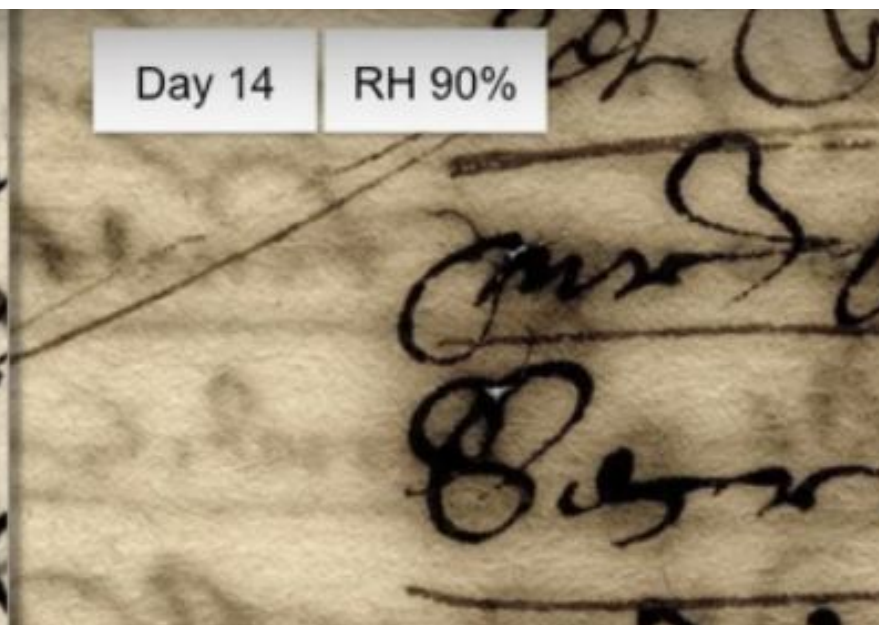
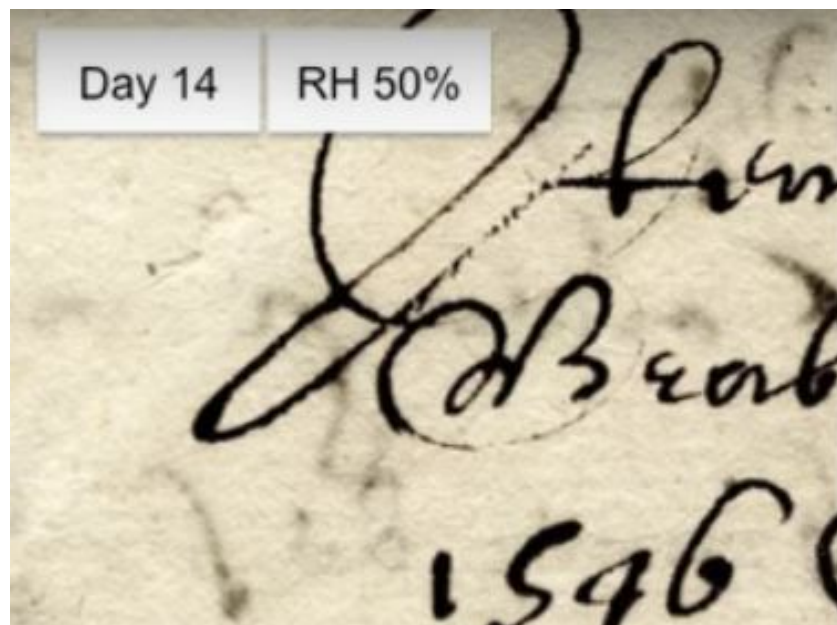
Condition Priority Levels

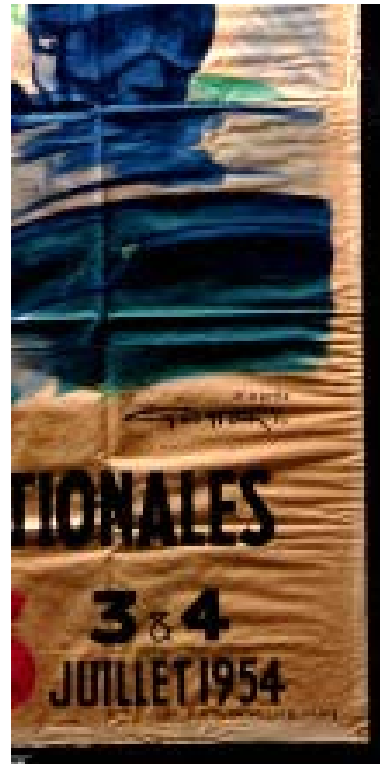
Examples

Urgent	High	Medium	Low
<ul style="list-style-type: none">• Mold• Wetness• Active infestation• Toxic materials, ex: flaking heavy metal pigments	<ul style="list-style-type: none">• Flaking• Major loose fragments• Severe embrittlement• Unstable mounts	<ul style="list-style-type: none">• Loose grime• Major tears• Pressure-sensitive tape• Structural losses• Stains (on artwork)	<ul style="list-style-type: none">• Stains• Foxing• Grime• Small tears• Matburn• Stains (on documents)



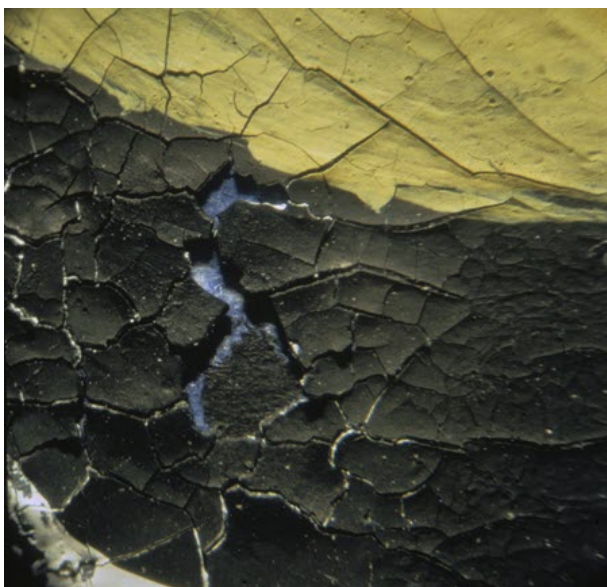
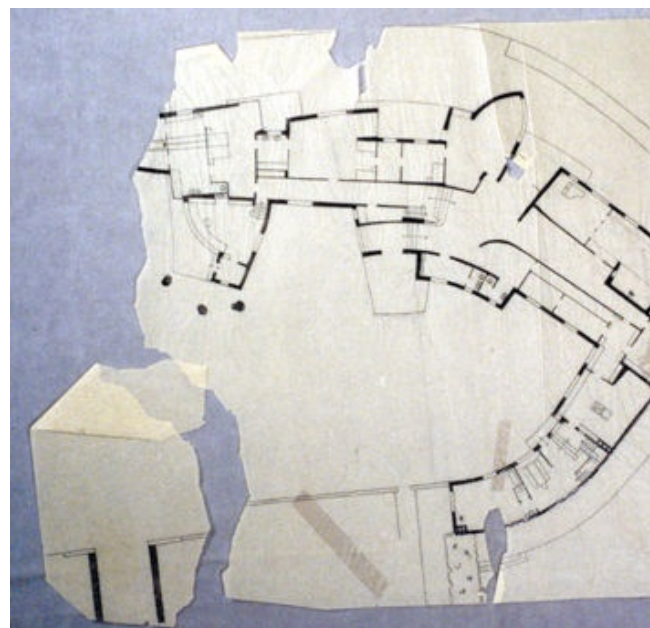


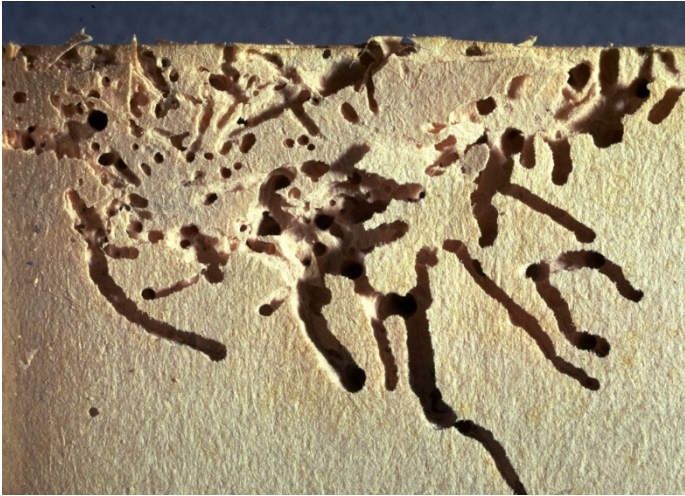




Mr. Merrill apd Paid 3
March 3, 1862

Charles C. Howard Esq.
Oregon City





Recording Condition

CONDITION: ☐ 1. planar distortions ☐ 5. stains ☐ 9. creases/folds ☐ 13. abrasion
 ☐ 2. discoloration ☐ 6. splits ☐ 10. old mends ☐ 14. foxing
 ☐ 3. surface grime ☐ 7. tears ☐ 11. tape ☐ 15. media problems
 ☐ 4. brittleness ☐ 8. losses ☐ 12. accretions ☐ 16. other

NOTES:

Checklists

- Systematic
- Fast
- Consistent

CONDITION +
USE + MISSION RELEVANCE

=

**PRESERVATION PLAN
AND TIMELINE**

Questions?





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