

CONSERVATION ASSESSMENT FORM

GENERAL CHARACTERISTICS:

Charles Baker Journals, 2nd 50: F: boxes 1-5; includes 25 volumes

All volumes are Letts's Diary ("OR BILLS DUE BOOK AN ALMANAC")

Size: 19 cm high, 13 cm wide and thickness varies but most about 3 cm thick.

Volumes have a printed section in the front approximately 90 pages-with information as well as advertisements. Followed by a calendar with the date and ruled lines, with pages for every day!

Binding type: Case binding with binder's board covered in green cloth with gold lettering (machine stamped) and blind decoration (stamped mechanically produced covers). The text block is paper sewn on tapes (through the fold) and edges of all text blocks are marbled. Text blocks are sewn. End sheets are a linen guard sewn onto text block with marbled single sheet (pastedown pasted to cover and free-fly pasted to single folio with linen strip between sheets. Front pages have printed text. The calendar portion of the bindings have black ink printed lines and dates. All of the volumes have manuscript writing-some in pencil some in pen.

Condition: boards detached, outer joints split, inner hinges broken, cover detached, cover torn, cover warped/distorted, corners damaged, caps damaged, sewing broken, split text block, surface dirt, minor tears, major tears, staining, discoloration, foxing, loose/detached material, insect/pest damage, mold damage, tape, adhesive residue, other

1859:

Condition: Condition overall is good. Volume is a little "dusty" (may be affected contaminated by damage of other items). Front free-fly has come loose completely and paste down is only adhered at the top. Sewing is in tact. Text is primarily in pencil, but index in back is in ink. There are loose ephemera materials folded in pages, but all appear to be in ok condition and not damaging the book or themselves (some are adhered into the book).

Treatment proposal:

1. Vacuum volume
2. Re-adhere paste down and free-fly
3. Remove materials and re-house?? (not necessary)

4. Tuxedo box

1861:

Condition: Condition is very good. Volume is a little “dusty” (may be affected contaminated by damage of other items). Back paste down has come loose at the bottom. Sewing is in tact. Manuscript writing is in pencil. There are ephemera materials folded in pages and adhered, but all appear to be in ok condition and not damaging the book or themselves (although there is some acidic offset from newspaper.)

Treatment proposal:

1. Vacuum volume
2. Re-adhere paste down
3. Tuxedo box

1862:

Condition: Condition is very good. Volume is a little “dusty” (may be affected contaminated by damage of other items). Front and back paste downs have come loose at the bottom. Sewing is in tact. Manuscript writing is in pencil. There are no ephemera materials in this volume.

Treatment proposal:

1. Vacuum volume
2. Re-adhere paste down
3. Tuxedo box

1863:

Condition: Condition is fair. Volume is a little “dusty” (may be affected contaminated by damage of other items). Back paste down is completely off of cover and case is separated from text block, but still attached at front cover. Front paste down is coming loose from board. Free fly in front and back are coming loose from paper backing. Sewing is in tact. Manuscript writing is in pencil. There are no ephemera materials in this volume.

Treatment proposal:

1. Vacuum volume
2. Re-adhere paste down in front; re-adhere paste down to back cover. Re-adhere free-fly papers
3. Tuxedo box

1864:

Condition: Condition is fair. Volume is a little “dusty” (may be affected contaminated by damage of other items). Back paste down is completely off of cover and case is separated from text block, but still attached at front cover. Front paste down is coming loose from board. Free fly in front and back are coming loose from paper backing. Sewing is in tact. Manuscript writing is in pencil. There are no ephemera materials in this volume. **There are signs of water damage to this item-some pages have mold-some of which should be vacuumed-it is powdery. Some foxing and lots of purple discolorations.

Treatment proposal:

1. Vacuum volume*especially moldy parts (toward back of volume)
2. Re-adhere paste down in front; re-adhere paste down to back cover. Re-adhere free-fly papers
3. Tuxedo box

1865:

Condition: Condition is very good. Volume is a little “dusty” (may be affected contaminated by damage of other items). Front and back paste downs and free fly have come loose at the bottom. Sewing is in tact. Manuscript writing is in pencil except for index which is in pen. There are no ephemera materials in this volume. There is some staining in this book-like May 13th, and also green staining from attached bookmark cloth.

Treatment proposal:

1. Vacuum volume
2. Re-adhere paste down
3. Tuxedo box

1867:

Condition: Condition is very good. Volume is a little “dusty” (may be affected contaminated by damage of other items) and cover has a few soil spots (brown and white). Front and back paste downs and free fly have come loose at the bottom. Sewing is in tact. Manuscript writing is in pencil except for a few remarks and titles in pen. There are a few ephemera materials in this volume-some are loose, some are adhered with adhesive and one is pinned onto a page. This volume has printed material at back as well as at front.

Treatment proposal:

1. Vacuum volume
2. Re-adhere paste down and free fly
3. Tuxedo box

1868:

Condition: Condition is fair. Volume is a little “dusty” (may be affected contaminated by damage of other items). Back paste down is completely off of cover and case is separated from text block, but still attached at front cover. Front paste down is coming loose from board. Free fly in front and back are coming loose from paper backing. First page of text block is separating from cover/end sheet construction. Sewing is in tact. Manuscript writing is in pencil. There are tears on page 87 of printed text in front of the book, and possibly mold (or dirt) also on this page. There is some demonstration of water damage in this volume (purple staining) There are ephemera materials in this volume-most are adhered with adhesive. There is some splitting of text block at December 8th and the printed material at the back has come loose. Some tearing of cloth cover at the head on the back cover.

Treatment proposal:

1. Vacuum volume
2. Place paste and Japanese tissue over spine in order to consolidate splits in spine.
3. Re-adhere paste down in front; re-adhere paste down to back cover. Re-adhere free-fly papers
4. Re-adhere loose pages in back and mend tears on page 87.
5. Tuxedo box

1869:

Condition: Condition overall is good. Volume is a little “dusty” (may be affected contaminated by damage of other items). Front free-fly is loose and paste down is only adhered at the top. Sewing is in tact. Manuscript writing is in pencil. There is no loose ephemera materials in this volume.

Treatment proposal:

1. Vacuum volume
2. Re-adhere paste down and free-fly

1870***VERY DAMAGED ITEM:**

Condition: Condition overall is very very poor-the volume is currently not usable. Cover is completely detached from book. Corners of cover are worn, right front corner is torn. Cloth is dirty and there is some insect damage on the edges of cover. The cover has a lot of white powdery residue on it. Some of the pages and signatures are tearing-especially at the fold. There are a lot of breaks in sewing partially because the spine has been damaged by insects. There are no ephemeral objects in this binding. Some pages are loose. There is SIGNIFICANT insect damage, the most intense damage begins after the printed material (at the point the date book begins.) Most of the damage is toward the bottom of the page-much of the manuscript writing except for January 13, 29,30, February 1,2,3,6,7,12,13,16,17,21, march 9,15,21,25,28,29 april 5,6,9,11,12,13,14,15, may 1, 3 gets a little better for May then gets bad again in June 3,6,10, 13,14,21,25, july

11,17,21,22,24, august 11,21 september 3, 18,21,22,24,25,26,28,29,30, October 1,2,3,15,16,23,26,30, November 8,9, then damage starts to lighten up a bit through the rest of October, November and December (although still significant damage.) Some mold is visible in march on right side of pages. Approximately 180 leaves have insect damage and of those approximately 64 pages have writing that goes into the damaged area.

Treatment options:

This item cannot be used as is. Possible treatments include:

1. Disbind the item and encapsulate as folios (it will be housed out of order but maintain original signature order or
2. Disbind the item by cutting the spine and individually encapsulating each “page” or
3. Send to etherington to have leaf casting done or
4. discuss the possibility of digitization with DPC
5. disbind the object and mend every page with a Japanese tissue or heat set tissue-this would be ugly-and take a long time-
6. Retain binding with treated text block.

If encapsulated in single “pages” it could be post bound, if done in folios it would have to be left loose in a box.

1871*Insect damaged item:**

Condition: As with many of the volumes the cover is off because the adhesive is no longer active. There are folds in the front and back paste downs due to bad storage. There is a pressed flower in a piece of pink paper in the front of this book. There is inset damage throughout, but the worst of it is January-June in the calendar section, but with only 1 or 2 pages affecting the manuscript pencil writing. Although still damaging to the object to turn the pages, this book is almost “ok” to use with the insect damage, but would not be pleasant. The sewing is affected by insect damage at the spine, but is holding together except at the areas of worst damage.

Treatment Options:

1. Disbind the item and encapsulate as folios (it will be housed out of order but maintain original signature order) or
2. Disbind the item by cutting the spine and individually encapsulating each “page” or
3. Send to etherington to have leaf casting done or
4. discuss the possibility of digitization with DPC

5. disbind (or maybe this could be kept as a textblock-but it would take longer) object and mend every page with a Japanese tissue or heat set tissue-this would be ugly-and take a long time-
6. or just mend the really damaged pages and leave the rest (maybe consolidate the spine?) or
7. leave alone?
8. Retain binding with treated text block
9. Cover could be re-attached to text block if limited work was done and
10. Front and back pages could be unfolded and re-adhered to cover.

1872:

Condition: Condition is fair. Volume is a little “dusty” (may be affected contaminated by damage of other items). Cover is a slightly different color than most other volumes- more blue than green. The cover has more damage than most of the volumes also-it has some insect damage and appears possibly to have suffered water damage-and there are parts of the cover that are no longer attached to the board. The cover is no longer attached to the text block at the front or back. First page of text block is separating from cover/end sheet construction. Sewing is in tact-but spine could use some consolidation as it is splitting a little. Manuscript writing is in pencil. There is some demonstration of water damage in this volume (purple staining) and possibly previous mold. There are ephemera materials in this volume-most are adhered with adhesive. The printed page at the back has come loose. Some tearing of cloth cover at the spine and joint area.

Treatment proposal:

1. Vacuum volume
2. Clean up cover with sponge and do some mending to torn areas (cloth could be removed and re-adhered to boards-but this would be time consuming.)
3. Place paste and Japanese tissue over spine in order to consolidate splits in spine.
4. Re-adhere cover. Re-adhere free-fly papers where necessary.
5. Re-adhere loose pages in back
6. Tuxedo box

1873:**

Condition: Condition is fair to poor. Volume is full of dust from insect damage. Cover has significant insect damage especially at the top of the front board and the back top corner-and there are parts of the cover that are no longer attached to the board. The cover is no longer attached to the text block at the front or back. Sewing is in tact-but spine could use some consolidation as it is splitting a little in use. Manuscript writing is in pencil. There some ephemera materials in this volume-January 7th has ripped and needs to be re-adhered, the rest are loose pieces. There is significant insect damage on the top of the printed pages before the journal entries. Vacuuming might be enough to

stabilize this area as it doesn't seem to be damaging to turn the pages-but some minor mending might be needed here to stabilize. There is some tearing of cloth cover at the spine and joint area.

Treatment proposal:

1. Vacuum volume
2. Clean up cover with sponge and do some mending to torn areas (cloth could be removed and re-adhered to boards-but this would be time consuming.) Fill losses at the top of the front board?
3. Place paste and Japanese tissue over spine in order to consolidate splits in spine.
4. Mend January 7th newspaper article.
5. Re-adhere cover.
6. Tuxedo box

1874:

Condition: Condition is very good. Volume is a little "dusty" (may be affected contaminated by damage of other items). Front and back paste downs have come loose at the bottom. The Front endsheet construction has come apart at the inside hinge and needs to be re-adhered. Sewing is in tact. Manuscript writing is in pencil. There are a few pieces of loose ephemera materials in this volume.

Treatment proposal:

1. Vacuum volume
2. Re-adhere paste down and front hinge (under endsheet and paste down).
3. Tuxedo box

1875:

Condition: Condition is very good. Volume is a little "dusty" (may be affected contaminated by damage of other items). Sewing is in tact. Manuscript writing is in pencil. There are a few pieces of loose ephemera materials in this volume.

Treatment proposal:

1. Vacuum volume
2. Tuxedo box

1876:

Condition: Condition is very good. Volume is a little "dusty" (may be affected contaminated by damage of other items). There is a break in the textblock between the front printed material and the journal pages and October 22nd, but sewing appears to be in tact. Manuscript writing is in pencil. There are a few pieces of loose ephemera materials in this volume and a few tipped in articles. There is some minor damage on

the front cover at the joint area (probably insect damage) and a few minor holes on a few pages from insect damage.

Treatment proposal:

1. Vacuum volume
2. Tuxedo box

1877:

Condition: Condition is good. Volume is a little “dusty” with white powdery substance on covers (may be affected contaminated by damage of other items). There is a break in the textblock between the endsheets and the text block in the front and back and a few small breaks in the text block. but sewing appears to be in tact. Manuscript writing is in pencil. There are a few pieces of ephemera materials in this volume tipped in. There is some minor damage on the front cover at the joint area (probably insect damage) and a few minor holes on a few pages from insect damage.

Treatment proposal:

1. Vacuum volume
2. Adhere Japanese tissue hinge at front and back after endsheets.
3. Tuxedo box

1878:

Condition: Condition is good. Volume is a little “dusty” with white powdery substance on covers (may be affected contaminated by damage of other items). There is a break in the textblock between the endsheets and the text block in the front and back and a few small breaks in the text block. but sewing appears to be in tact. Manuscript writing is in pencil. There are a few pieces of ephemera materials in this volume tipped in.

Treatment proposal:

1. Vacuum volume
2. Adhere Japanese tissue hinge at front and back after endsheets.
3. Tuxedo box

1879:**

Condition: Condition is fair to poor. Volume is full of dust from insect damage. Cover has significant insect damage especially at the bottom of the front board -and there are parts of the cover that are no longer attached to the board. The cover is no longer attached to the text block at the back. Sewing is in tact-but spine could use some

consolidation as it is splitting in numerous places. Manuscript writing is in pencil. There are some loose materials in this volume, some are tipped onto pages. There is significant insect damage on the top bottom of the printed pages before the journal entries. Vacuuming might be enough to stabilize this area as it doesn't seem to be damaging to turn the pages-but some minor mending might be needed here to stabilize. There are some worn areas of cloth cover at the spine and joint area.

Treatment proposal:

1. Vacuum volume
2. Clean up cover with sponge (cloth could be removed and re-adhered to boards-but this would be time consuming.) Fill losses at the bottom of the front board?
3. Place paste and Japanese tissue over spine in order to consolidate splits in spine.
4. Re-adhere cover.
5. Tuxedo box

1900: ***

Condition: Condition is poor. Volume is full of dust from insect damage. Cover has insect damage especially at the bottom of the boards -and there are parts of the cover that are no longer attached to the board. The cover is no longer attached to the text block at the back. Sewing is broken in a few places-maybe minor sewing mends could be done and spine could use some consolidation as it is splitting in numerous places. Manuscript writing is in pencil. There are some loose materials in this volume including flowers and plants and also some tipped onto pages. There is significant insect damage on the bottom of the printed pages before the journal entries. There are only 20 pages of writing-the rest of the journal is blank. There are some worn areas of cloth cover at the spine and joint area. The date sticker has come off.

Treatment proposal:

1. Vacuum volume
2. Clean up cover with sponge (cloth could be removed and re-adhered to boards-but this would be time consuming.)
3. Place paste and Japanese tissue over spine in order to consolidate splits in spine; repair sewing if possible.
4. Re-adhere cover.
5. Tuxedo box

Or: remove area with manuscript writing and put in paper pamphlet binder in box with original damaged material?

1901:**

Condition: Condition is fair to poor. Volume is full of dust from insect damage. Cover has significant insect damage especially at the joint -and there are parts of the cover that are no longer attached to the board. The cover is no longer attached to the text block at the back or front. Sewing is in tact with a few minor strings broken-but spine could use some consolidation as it is splitting in numerous places. Manuscript writing is in blue pencil. There are a lot of loose materials in this volume, some are tipped onto pages. There is significant insect damage on the top of pages in the journal entries. Some minor mending might be enough to stabilize this area as it doesn't seem to be damaging to turn the pages-

Treatment proposal:

1. Vacuum volume
2. Clean up cover with sponge (cloth could be removed and re-adhered to boards-but this would be time consuming.) Fill losses, support cloth with colored Japanese tissue?
3. Place paste and Japanese tissue over spine in order to consolidate splits in spine.
4. Mend pages with severe insect damage.
5. Re-adhere cover.
6. Tuxedo box

1902:

Condition: Condition is fair. Volume is a little "dusty" (may be affected contaminated by damage of other items). The cover has minor insect damage and there are parts of the cover that are no longer attached to the board. The cover is no longer attached to the text block at the front or back. Sewing is in tact-but spine could use some consolidation as it is splitting a little. Manuscript writing is in blue pencil. There are a lot of ephemera materials in this volume-some are adhered with adhesive.

Treatment proposal:

1. Vacuum volume
2. Clean up cover with sponge and do some mending to torn areas (cloth could be removed and re-adhered to boards-but this would be time consuming.)
3. Place paste and Japanese tissue over spine in order to consolidate splits in spine.
4. Re-adhere cover.
5. Tuxedo box

1903:

Condition: Condition is very good. Volume is a little "dusty" (may be affected contaminated by damage of other items) and cover has a few soil spots of loss from insect damage but the rest of the volume has no insect damage. Front and back paste downs and free fly have come loose at the bottom. Sewing is in tact. Manuscript writing

is in blue pencil. There are many ephemera materials in this volume-some are loose, some are adhered with adhesive.

Treatment proposal:

1. Vacuum volume
2. Re-adhere paste down and free fly
3. Tuxedo box

1904:

Condition: Condition is fair to poor. Volume is very “dusty” (may be affected contaminated by damage of other items). The cover has minor insect damage and most of the cloth is no longer attached to the boards. The cover is no longer attached to the text block at the front or back. Sewing is mostly in tact-but spine could use some consolidation as it is splitting a little. Manuscript writing is in pencil. There are a lot of ephemera materials in this volume-some are adhered with adhesive. There is some insect damage in the front of the book and intermittently throughout the book-some pages might require mending.

Treatment proposal:

1. Vacuum volume
2. Clean up cover with sponge and do some mending to torn areas (cloth could be removed and re-adhered to boards-but this would be time consuming.)
3. Place paste and Japanese tissue over spine in order to consolidate splits in spine.
4. mend where needed.
5. Re-adhere cover.
6. Tuxedo box
7. possibly remove ephemeral material because there is so much of it?

*******Or I could make paper cases or new cases for whole set?**

TREATMENT REPORT

Treatment was completed from August 2010-April 2011 and took approximately 108 hours for 25 volumes.

The volumes were treated based on need, but all were thoroughly vacuumed with a HEPA vacuum to try to reduce the very dusty and dirty surfaces. Boxes were made for all volumes and volumes will now each have their own barcode and each will be treated and housed as a separate item. Most volumes were cleaned with a sponge on the outside and inside covers.

Multiple volumes had loose or partially loose endsheets; the endsheets were re-adhered with paste and pressed.

A few of the volumes had mending that needed to be done, but only mending that was on manuscript pages was completed-and only if it was in the portion of the page that had writing, and/or was going to tear with use. Many pages with very intense insect damage were not treated, as time would not allow for this kind of treatment.

Those volumes that had completely come out of their cases had their spines cleaned and lined with Japanese tissue and wheat starch paste, followed by a cloth lining used to re-case the volumes in their bindings. Original endsheets were re-adhered in all instances (except 1870 2010/11/-034).

Volume 1870, (2010/11-034) was damaged to a point of requiring complete encapsulation. Each folio was encapsulated and then multiple signatures were sewn into pamphlet bindings; due to the increase in size, multiple pamphlet bindings were made.

Most items were treated as proposed.