

TREATMENT PROPOSAL FORM

Call Number: Folder 1	Lab Number: 2017/18 - 108	
Library/Department: Rubenstein	Author/Artist: Ruggles, David	
Librarian: Andrew Armacost	Title: David Ruggles letter to Ezra Styles	
Date Examined: 8/28/2018	Publication Date: 1838	Number of pages: 1
Examined by: Henry Hebert	Size: H 32.4 cm W 19.7 cm T 0.1 cm	
Special instructions:		

Description:

Bifolio manuscript letter (in ink) on cream colored wove paper. Letter comprises recto and verso of first leaf of the folio. The letter was folded several times and sealed to create its own envelope. Recto of second leaf is blank. Verso of the second leaf includes: manuscript address in same ink as the letter, the number 6 in lighter ink, graphite manuscript, remnants of red wax seal, and a red postage stamp is also visible on the verso of the second leaf.

Currently housed in clear polyester folder, inside a rigid pamphlet binder.

Condition:

Letter is in poor condition. Extensive cracking along the folds, including the vertical fold of the folio and along five main horizontal folds. Minor losses at the intersections of the horizontal and vertical folds. Major losses along the fore-edge of the second leaf, which may have occurred during opening. Clear pressure sensitive tape (likely cellulose acetate carrier) has been applied to some of the horizontal folds across both sides of the sheet. Some surface dirt and discoloration on the recto of the second leaf.

Treatment Proposal:

- Test inks for Fe (II) and solubility
- Unfold sheet
- Dry clean front and back
- Remove pressure sensitive tape, either with heated spatula or solvents.
- Stabilize folds with toned heat-set tissue (Avanse/Plextol formula, made in-house)
- Fully encapsulate flat, create final enclosure.

Estimated Treatment Time: 5 hours

Proposed by:	(signature)	Date:
Approved by:	(signature)	Date:

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Special instructions:	
Treatment Performed: <ul style="list-style-type: none">• Removed letter from housing and unfolded sheet.• Tested inks for using Iron Gall Ink Test Paper from Preservation Equipment Limited Inks tested positive for Fe (II).• Pages were dry cleaned using vulcanized rubber sponges and Staedtler-Mars white vinyl erasers.• Removed pressure sensitive tape with hot air pencil and micro-spatula. Reduced remaining adhesive mechanically with a crepe eraser.• Repaired breaks and tears along folds and edges with heat-activated repair tissue made in-house (Tengujo Japanese paper (#28), Avanse MV-100, Plectol B500).• Fully encapsulated the unfolded letter in clear polyester.• Adapted a pre-made portfolio (University Products) with a 10 point Bristol board pocket as a rigid housing.	
Total Hours: 5 Hours	

Treated by:	(signature)	Date:
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