

Duke University Library Conservation Lab  
PAPER / MANUSCRIPT DOCUMENTATION - SHORT FORM

Lab #: 2013/14 - 085

Date: 4-10-14

Call # or Bar Code #:

D04252448T

Title/Author:

Altama Scrapbook  
+ photos

(became box 1  
D04663895+)

Description

Number of items 24

Items(s)

- 15  Item(s) on paper / parchment  
 Scrapbook / album  
9  Photograph  
 Book / pamphlet  
 Other \_\_\_\_\_

Substrate(s)

- Wove paper  
 Laid paper  
 Photograph  
 Parchment/vellum  
 Other \_\_\_\_\_

Media (multiple)

- Printer's ink  
 Manuscript ink  
 Pencil  
 Color inks  
 Watercolor / gouache  
 Other paint  
 Stamp  
 Photograph / photoreprograph  
 Other \_\_\_\_\_

Fasteners (multiple)

- Paper clips  
 Staples  
 Pins  
 Thread  
 Seal  
 Ribbon / Cord  
 Other \_\_\_\_\_

Enclosure (multiple)

- Paper folder / envelope  
 Manuscript box  
 Drop spine box  
 Polyester envelope  
 Polyester encapsulation  
 Matted  
 Mounted  
 Framed  
 Other \_\_\_\_\_

Condition

Substrate Damage (multiple)

- Acidic / brittle  
 Surface dirt  
 Minor tears or losses  
 Major tears or losses  
 Abraded  
 Creases / folds  
 Soft  
 Cockling  
 Rolled  
 Staining / discoloration / foxing  
 Ink / pigment burn  
 Insect / pest damage  
 Mold damage  
 Water damage  
 Stuck to other items / glass  
 Tape  
 Adhesive  
 Damaging backing  
 Damaging repair(s)  
 Damaging interleaving  
 Other \_\_\_\_\_

Media Damage (multiple)

- Flaking  
 Losses  
 Sinking  
 Bleeding  
 Faded / discolored  
 Other \_\_\_\_\_

Enclosure Damage (multiple)

- Torn / broken  
 Acidic  
 Poor construction  
 Too small  
 Too large  
 Other \_\_\_\_\_

Notes:

Written 3/2003, Last updated 3/14/2013

Original to Conservation  
Copy to Library

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2013/14-085

Treatment Proposal

Proposed Treatment (multiple)

- Dry cleaning
- Repair tears
- Fill losses
- Line
- Tape / adhesive removal
- Backing removal
- Mold removal
- Stain reduction
- Media consolidation
- Flattening
- Interleaving
- Wash
- Alkalize
- Re-size

Enclosure

- Polyester encapsulation
- Folder (paper or polyester)
- Clamshell box (corrugated or cloth)
- Tuxedo box
- Mat
- Reuse existing enclosure
- Other Return to Allie for sleeving

Treatment Details

★ Encapsulate item w/ writing over tape  
(do not remove tape)  
('Back view of Atlanta house')  
- Per Andy 12/8/15

Treatment Time Estimate 20.0

Proposed By

SIGNATURE REDACTED

Approved By

SIGNATURE REDACTED

Date

4/10/14

Treatment Report

Treated as proposed

Treatment Performed (multiple)

- Dry cleaned
- Tears repaired
- Losses filled
- Lined
- Tape / adhesive removed
- Backing removed
- Mold removed
- Stains reduced
- Media consolidated
- Flattened
- Interleaved
- Washed
- Alkalized
- Re-sized

Enclosure (multiple)

- Polyester encapsulation
- Folder (paper or polyester)
- Clamshell box (corrugated or cloth)
- Tuxedo box
- Mat
- Reuse existing enclosure
- Other \_\_\_\_\_

Materials / Details

- Tape removed with heated spatula  
- Adhesive removed from photos w/ crepe eraser  
+ toluene  
- Adhesive removed from paper with glue +  
acetone on suction plates

Treatment Time 20 hrs

Treated By

SIGNATURE REDACTED

Date

12/9/15

- Photo-documentation required
- No photo-documentation needed

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