

#2007/8-049

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

Lab number:

Date: 1/7/08

J.R. Porter

D03570957-

Description

Condition

Number of sheets _____

Substrate Damage (multiple)

Substrate(s)

- Wove paper
- Laid paper
- Photograph
- Other Various

- Acidic / brittle
- Surface dirt
- Minor tears or losses
- Major tears or losses
- Creases / folds
- Soft
- Cockling
- Rolled
- Staining / discoloration / foxing
- Ink / pigment burn
- Insect / pest damage
- Mold damage
- Water damage
- Pressure sensitive tape
- Adhesive residue
- Damaging repair(s)
- Other _____

Media (multiple)

- Printer's ink
- Manuscript ink
- Graphite
- Color inks
- Pigments / illumination
- Stamp
- Photograph
- Other _____

Media Damage (multiple)

- Flaking ink / pigment
- Sinking ink
- Bleeding ink
- Other _____

Fasteners (multiple)

- Paper clips
- Staples
- Pins
- Thread
- Seal
- Other _____

Enclosure Damage (multiple)

- Torn / broken
- Acidic
- Poor construction
- Other _____

Enclosure (multiple)

- Paper folder / envelope
- Manuscript box
- Drop spine box
- Polyester envelope
- Polyester encapsulation
- Matted
- Mounted
- Other _____

Notes: Diaries need boxing (7 in small envelopes), no repairs on structures for now.

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Treatment Proposal

Proposed Treatment (multiple)

- Dry cleaning
- Page Repairs / guarding
- Tape / adhesive removal
- Mold removal
- Stain reduction
- Media consolidation
- Flattening
- Interleaving
- Aqueous treatment

Enclosure

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

Treatment Details

Box 7 diaries in lightweight -
folder - tuxedo boxes

Treatment Time Estimate 1 hour

Proposed By

SIGNATURE REDACTED .08

Approved By

SIGNATURE REDACTED

Date 1/16/07

- Photo-documentation required
- No photo-documentation needed

Treatment Report

- Treated as proposed

Textblock Treatment Performed (multiple)

- Dry cleaned
- Page repaired / guarded
- Tape / adhesive removed
- Mold removed
- Stains reduced
- Media consolidated
- Flattened
- Interleaved
- Washed
- Deacidified
- Re-sized

Materials / Details

Japanese Tissue + wheat starch
paste

Enclosure (multiple)

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

Treatment Time 2 hrs for this repair

- also cleaned mold from Fisher book in same
doc. box - 3hrs

- also boxed Gwyn - 15 mins.

Treated By

SIGNATURE REDACTED

Date 2/8/08

we will evaluate condition as we box - minor repairs to pages if necessary