

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

Lab #: 2014/15-016
Date: 9-5-14
Call # or Bar Code #:
Picture file
Title/Author:
"Lan tara"
water color

Description

Number of items 1

Items(s)

- Item(s) on paper / parchment
- Scrapbook / album
- 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 Blackened lead white
- 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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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
- Reverse lead blackening with *hydrogen peroxide*

Enclosure

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

Treatment Details

Treatment Time Estimate 2.0

Proposed By

SIGNATURE REDACTED

Approved By

SIGNATURE REDACTED

Date 9/12/14

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

Hydrogen peroxide in methyl cellulose

Treatment Time 10.0

Treated By

SIGNATURE REDACTED

Date 11-3-2014

- Photo-documentation required
- No photo-documentation needed

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

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Copy to Library