

Duke University Library Conservation Lab
BOOK DOCUMENTATION - SHORT FORM

Lab number: 2004/5-038

Date: 3/10/5

Description

Condition

Binding Type

- In boards
- Cased
- Laced-case
- Lapped component
- Pamphlet
- Other _____

Binding Condition (multiple)

- Red rot
- Board(s) detached
- Spine detached / missing
- Outer joints split
- Inner hinges broken
- Cover detached
- Cover torn
- Cover warped / distorted
- Corners damaged / missing
- Caps damaged / missing
- Previous repair(s)
- Damaging repair(s)
- Sewing broken
- Split textblock
- Other _____

Primary Covering Material

- Leather 1/4
- Tawed
- Parchment
- Paper
- Cloth
- Other _____

Board Material / Style

- Paper / pulp board 1 straw
- Wood
- Other _____

Textblock Damage (multiple)

- Surface dirt
- Minor tears or losses
- Major tears or losses
- Acidic / brittle
- Acidic endleaves
- Soft
- Cockling
- Staining / discoloration / foxing
- Loose / detached material
- Insect / pest damage
- Creases / folds
- Ink/Pigment burn
- Flaking ink / pigment
- Mold damage
- Pressure sensitive tape
- Adhesive residue
- Accretions
- Damaging repair(s)
- Other _____

Textblock Material

- Paper
- Parchment

Media (multiple)

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

Leaf Attachment

- Sewn through fold
- Stabbed
- Single leaf /leaves
- Adhesive
- Other _____

Notes:

Michael Finger - Account book;

This volume has approximately 33 folios; 24 of which need to be guarded in order to secure them w/ sewing. There are some leaves that are loose and it is unclear where their "mate" is (torn out by original author maybe?).

Minor repair will not help this volume much - if it gets a lot of use (or if its use is intense when it is used) it should get a full treatment; if not high use or high value a box only option is better. There is no pagination in this volume - are the ^{loose} pages currently in the correct order?

Written 3/2003, revised 3/8/2005

Original to Conservation

Copy to Library

#/#
#/#/#
||| (24)
#/#
#/# (9)
|||

Treatment Proposal

Proposed Textblock Treatment (multiple)

- Page repairs / guarding
- Dry cleaning
- Tape / adhesive removal
- Reattach loose leaf/leaves
- Remove mold
- Stain reduction
- Media consolidation
- Flattening
- Interleaving
- Aqueous treatment

Proposed Binding Treatment (multiple)

- Clean / line spine
- Leather consolidation
- Minor structure repair
- Flatten cover / boards
- Repair corners
- Sewing repair
- Board reattachment / reinforcement
- Repair / reinforce inner hinges
- Reback - *repair original spine*
- Repair / replace caps
- Reattach case
- New cover / binding
- Disbind
- Resew

Enclosure

- Polyester encapsulation
- Clamshell box (*corrugated or cloth*)
- Tuxedo box
- Reuse existing enclosure
- Other _____

Treatment Details

Disbind volume, guard pages, repair spine & corners, resew
After discussion w/ Andy chose not to repair - only paginate & box

Treatment Time Estimate 1 1/2 hours

SIGNATURE REDACTED

Approved By _____

Date _____

- Photo-documentation required
- No photo-documentation needed

Ali Poffenberger

Treatment Report Treated as proposed

Textblock Treatment Performed (multiple)

- Page repaired / guarded
- Dry cleaned
- Tape / adhesive removed
- Loose leaf / leaves reattached
- Mold removed
- Stains reduced
- Media consolidated
- Flattened
- Interleaved
- Washed
- Deacidified
- Re-Sized

Materials / Details

Pagination marked in pencil on all pages in order to keep "original order"
no other treatment done at this time

Binding Treatment Performed (multiple)

- Spine cleaned / lined
- Leather consolidated
- Minor structure repair
- Cover / boards flattened
- Corners repaired
- Sewing repaired
- Board reattached / reinforced
- Inner hinges repaired / reinforced
- Rebacked
- Caps repaired / replaced
- Case reattached
- New cover / binding
- Disbound
- Resewn

Materials / Details

Enclosure

- Polyester encapsulation
- Clamshell box (corrugated or cloth)
- Tuxedo box
- Reused existing enclosure
- Other _____

Treatment Time 45 minutes

Treated By _____

SIGNATURE REDACTED

Date 5/19/5

Duke University Library
Conservation Lab
Perkins Library 031A

TREATMENT PROPOSAL FORM

Call No.: 2 nd 64: B (Sm. Amer. Vols.)	Lab No.: 2004/5-038	
Library/Dept.: RBMSCL	Author/Artist: Michael Finger	
Librarian: Ali Poffinberger	Title: Reepsville, NC Account Book	
Date Examined: 3/10/05	Pub. Date: [1837-1862]	No. of pages: [126]
Examined by: Meg Brown	Size: H 31.8 cm W 19.5 cm T 1.5 cm	
Special instructions: "Spine weak, pages are loose"		

Condition: This is a cased ¼ leather binding with paper covered straw boards. The paper text block contains manuscript ink and graphite writing. The leaf attachment is sewn through the fold. The leather is worn and flaking and has minor red rot. Parts of the spine are missing and the paper covering the boards is worn. There is some insect damage visible on the inside of the front cover near the spine. The corners are damaged and worn. The end caps are damaged. The sewing is broken in parts and many pages are loose. The text block is soiled and has some staining and discoloration. There are many tears on various pages and some areas of loss of paper. There is some burning of ink, and some fading of ink.

The collation of this volume is questionable. There is no pagination and the order is difficult to ascertain from the content; it is difficult to be sure the current order is correct (physical evidence of paper fibers makes it appear as though there are some pages missing and some of the pages don't appear to be in the proper position.)

Treatment Proposal: This volume has approximately 33 folios; 24 of which need to be guarded in order to secure them with sewing, and before guarding can be done, the volume will need to be dis-bound. This complicated treatment will take approximately 14 hours.

Two options for treatment:

Mark pagination in pencil.

1. ~~Leave the volume "as is" and make a box for it.~~
2. ~~Complete a full treatment including dis-binding the book, guarding the folios, re-sewing the volume and re-binding the volume in its original case (the case will be repaired including reinforcing the spine and consolidating and repairing the corners.)~~ A box will be made after the treatment is completed.

Things to consider in making this choice:

1. Evidence will be lost if a full treatment is done, and verification of proper collation will need to be completed before treatment can be done.
2. If not treated, this item will be damaged with use. If this item is of high value to the collection or if it is used often, treatment should be done to avoid further damage, and further loss of pages and collation, but if this item is not used often or intensely, a box might be more appropriate in order to maintain original artifact information.
3. This is a time-consuming treatment; resources should always be considered when undergoing a treatment of this intensity (i.e. is this really worth this kind of attention?)

Please circle option 1 or 2 above.

Estimated Treatment Time: 14 hours for full treatment; 1 hour for boxing.

Proposed by	SIGNATURE REDACTED	_____ (signature)	Date: <u>3/15/05</u>
Approved by	SIGNATURE REDACTED	_____ (signature)	Date: _____