

{ THE PRESERVATION LAB }

Preservation Lab Documentation Workflow

Meeting minutes are updated in lab with more in depth treatment proposals and emailed to clients for approval. Email approvals are archived as pdfs with special collection meeting minutes.

Projects are assigned to lab staff and assignments are noted on meeting minutes and white board. Printed meeting minutes are displayed on white board.

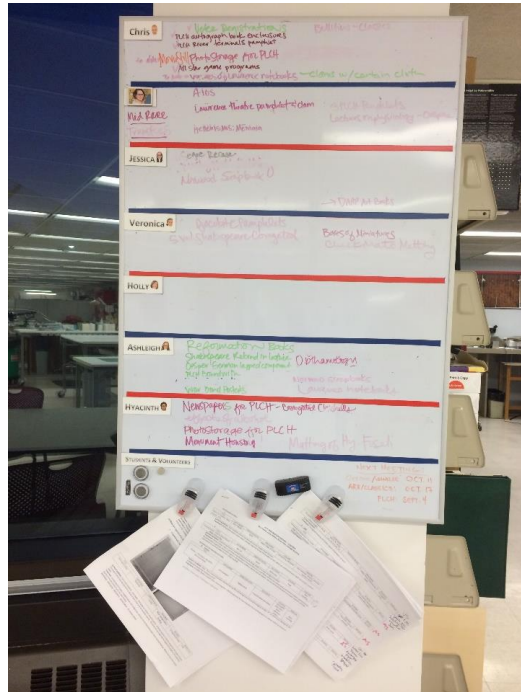
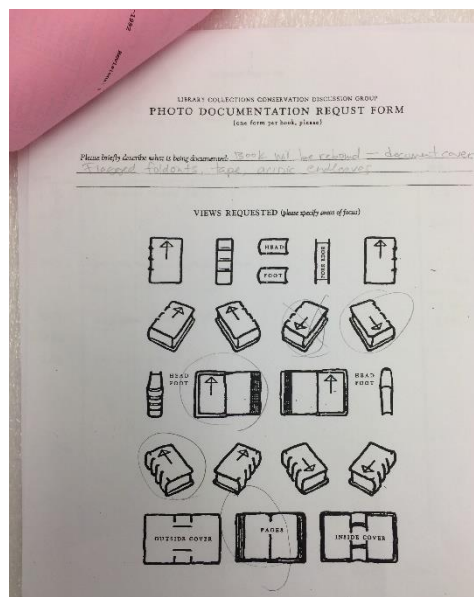
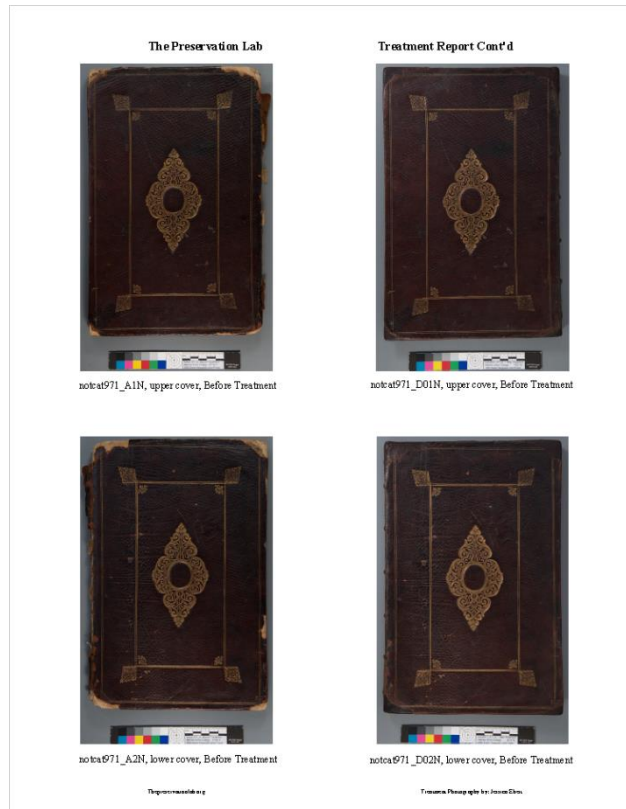


Photo-documentation request forms are filled out for materials receiving photography. Photographs are stored on external drive (nefs & tiffs) and shared lab drive (tiff).

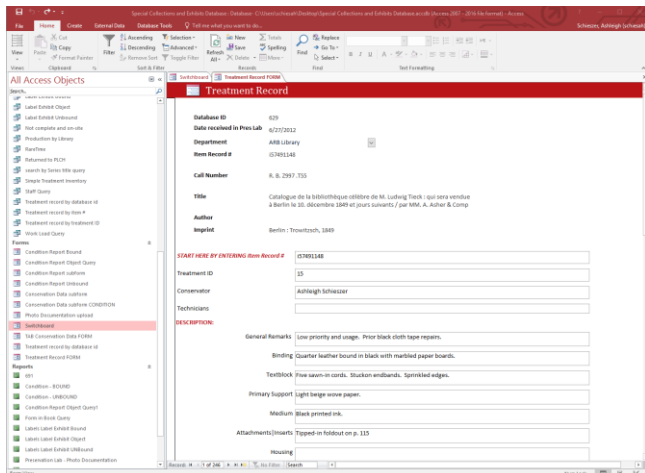


Preservation Lab Documentation Workflow

Objects photographed after treatment. PDF contact sheets created of photography.



Written treatment reports created in Access treatment database. Full treatment reports for large interventive treatments or especially rare materials. Abbreviated reports for more routine treatments or housing projects. Treatment time entered into DB.



Preservation Lab - Examination and Treatment Report

Database ID	Treatment ID	Item Record #	Date received in Pres.	Conservator
608	79	1925093.0	3/28/2012	Ashleigh Schaefer

Department: ARB Library Call Number: R. B. QH271 .H66 Date Returned to Origin

Title: Micrographs or Some physiological descriptions of minute bodies made by magnifying glasses. With observations and inquiries thereupon

Author: Hooke, Robert

DESCRIPTION:

General Remarks
This printed book contains many foldout etchings of insects, plants, and other small objects as seen under a microscope. The copper plate etchings were documented and engraved by Robert Hooke. This is one of the first scientific publications to reveal how microscopic materials appear when viewed through a compound microscope.

Binding
This is a full leather, tightback binding with pulp boards. The boards have been laced onto the text block via 5 thin cords.

Textblock
The text block is sewn around five, thin raised cords. There are blue and white sewn endbands that look to have been sewn around cane.

Primary Support
The text block appears to be comprised of single folio sections of good quality handmade paper.

Medium
The text is printed in black ink, with red ink on the title page.

Attachments/Insets
There are several foldout etchings printed in black ink incorporated throughout the textblock. The etchings are hinged around the previous or following section and sewn in all at once.

Housing
No prior housing.

CONDITION:

Summary
The binding is in extremely poor condition. The boards are detached, the leather is suffering from red rot, and the textblock foldouts contain tears that have been repaired with a severely aged tape.

Binding

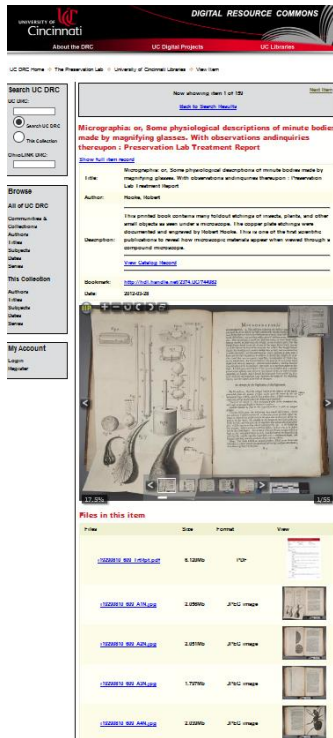
Thursday, February 26, 2015 Page 1 of 4

Preservation Lab Documentation Workflow

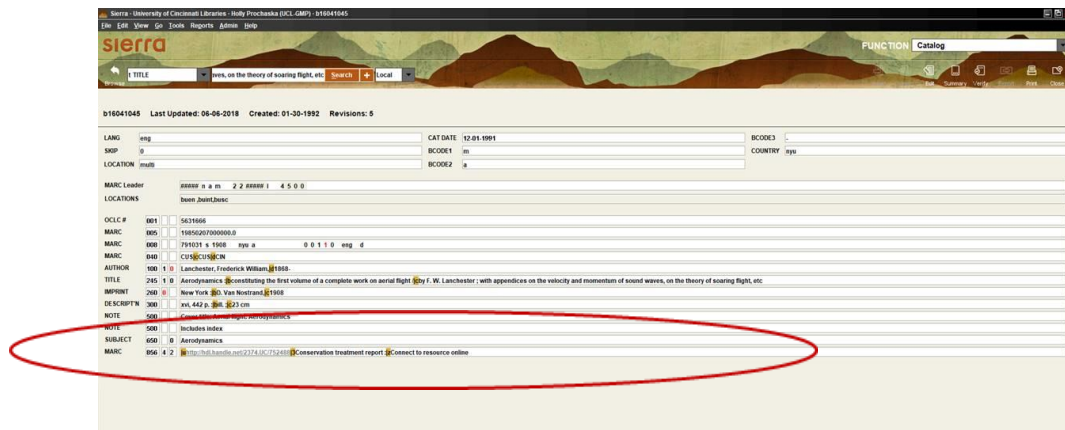
PDFs created from DB and stored on external hard drive with photographic documentation, also on shared lab drive. Photographic contact sheets merged with written pdfs.

For long term preservation storage, PDFs of reports and jp2s and archival tiffs of photography are placed online on the Digital Resource Commons (DRC).

<https://drc.libraries.uc.edu/handle/2374.UC/744982?submit=Go&query=micrographa~&focusscope=2374.UC/734091&mode=search>



The treatment database ID # is entered into a note field in the Library Catalog, along with the date object returned to library. The digital resource commons hyperlink is added to the 856 MARC field by catalogers. Before objects are returned, materials are checked out in library catalog, Access DB, and Trello. The DB ID # is entered into a note field in the library catalog, along with the date object is returned to owning library.





Preservation Lab Documentation Workflow

Treatment Record Fields in Access Treatment Database:

Database ID

Date received in Pres Lab

Department

Item Record #

Call Number

Title

Author

Imprint

Conservator

Technicians

Description General Remarks

Description Binding

Description Textblock

Description Primary Support

Description Media

Description Attachments|Inserts

Description Housing

Condition Summary

Condition Binding

Condition Textblock

Condition Primary Support

Condition Media

Condition Housing

Condition Housing Narrative

Condition Attachments|Inserts

Condition Previous Treatment

Condition Materials Analysis

Treatment Proposal

Treatment Proposed Housing

Treatment Proposed Housing Narrative

Treatment Factors Influencing Treatment

Performed Treatment

Performed Housing

Performed Housing Provided

Performed Storage and Handling notes

Performed Treatment Time

Date Returned to Origin



Object is received at bimonthly *Special Collections Preservation Intake Meeting*. General remarks about various projects are discussed, completed treatments are reviewed, and preliminary treatment proposals for new materials are outlined.

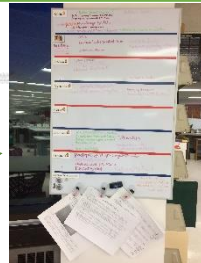
Object is checked into Preservation Lab in library catalog and in Access Database (DB). A DB ID # is created. Colored sheets are generated that correspond with the owning institution.

- Blue = PLCH
- Pink = UC
- Yellow = 3rd party

Bibliographic record is printed on the verso for reference.

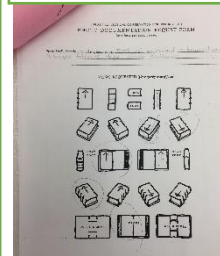


Meeting minutes are updated in lab with more in depth treatment proposals, emailed to clients for approval.

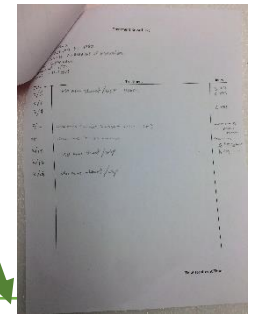


Projects are assigned to lab staff and assignments are noted on meeting minutes and white board. Printed meeting minutes are displayed on white board.

Photo-documentation request forms are filled out for materials receiving photography. Photographs are stored on external drive (NEFs & tiffs) and shared lab drive (tiff).



Trello boards are utilized to track large project workflows, such as "Adopt a Book" or materials to be digitized. Trello cards created during initial check-in as appropriate.



Colored sheets are filled out to track treatment time and materials introduced during treatment. These travel with the object. Supplemental sheets are added as needed for written prose.

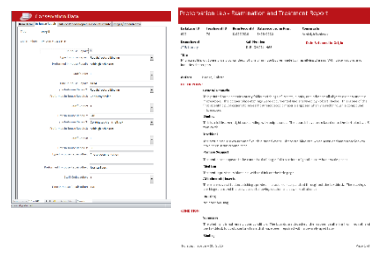
Objects photographed after treatment. PDF contact sheets created of photography.

Objects are returned to client at *Special Collections Preservation Intake Meeting* where treatment approvals are recorded into meeting minutes. Treatment reports may be printed out for discussion, emailed, or later, a link provided to client to the DRC. All paper documentation filed.

PDFs created from DB and stored on external hard drive with photographic documentation, also on shared lab drive. Photographic contact sheets merged with written pdfs.

PDFs of reports and JP2s of photography are placed online on the Digital Resource Commons (DRC). Catalogers add DRC hyperlink in MARC 856 field.

Written treatment reports created in Access DB. Full treatment reports for large interventive treatments or especially rare materials. Abbreviated reports for more routine treatments. Treatment time entered into DB.



Before objects are returned, materials are checked out in library catalog, Access DB, and Trello. The DB ID # is entered into a note field in the library catalog, along with the date object is returned to owning library.



Preservation Lab - Examination and Treatment Report

Database ID	Treatment ID	Item Record #	Date received in Pres.	Conservator
609	79	i19290810	3/28/2012	Ashleigh Schieszer

Department	Call Number	Date Returned to Origin
ARB Library	R. B. QH271 .H66	

Title

Micrographia: or, Some physiological descriptions of minute bodies made by magnifying glasses. With observations and inquiries thereupon

Author Hooke, Robert

DESCRIPTION:

General Remarks

This printed book contains many foldout etchings of insects, plants, and other small objects as seen under a microscope. The copper plate etchings were documented and engraved by Robert Hooke. This is one of the first scientific publications to reveal how microscopic materials appear when viewed through a compound microscope.

Binding

This is a full leather, tightback binding with pulp boards. The boards have been laced onto the text block via 5 thin cords.

Textblock

The text block is sewn around five, thin raised cords. There are blue and white sewn endbands that look to have been sewn around cane.

Primary Support

The text block appears to be comprised of single folio sections of good quality handmade paper.

Medium

The text is printed in black ink, with red ink on the title page.

Attachments| Inserts

There are several foldout etchings printed in black ink incorporated throughout the textblock. The etchings are hinged around the previous or following section and sewn in all at once.

Housing

No prior housing.

CONDITION:

Summary

The binding is in extremely poor condition. The boards are detached, the leather is suffering from red rot, and the textblock foldouts contain tears that have been repaired with a severely aged tape.

Binding

The leather is abraded, exhibits red rot in several areas and the spine leather has cracked from years of opening. The front board is detached and the back board is tenuous, remaining attached only by the top two cords. The front board has become slightly convex.

Textblock

The first three leaves are completely detached. There are several sections with preferential openings throughout the text block that are placing stress on the sewing. Most of the tail endband is lost, but a part of it remains attached. The head endband is missing.

Primary Support

The textblock paper is in excellent condition, with one exception. Wide strips of cloth tape were once adhered over the inner hinges as an attempted repair, but the adhesive has since penetrated the paper, stiffening it and changing its refractive index.

Medium

The printed text appears quite stable. The black printed ink used to print the plates is somewhat friable.

Housing

Housing Narrative

The book was received without prior housing.

Attachments| Inserts

The foldout plates suffer from numerous minor issues. They contain surface dirt along the margins as well as fingerprints. The edges are crushed and creased. Some foldouts have tears from poor handling that have been repaired with a glassine-like tape, and others contain tears without repair. The tape has discolored from clear to a burnt sienna brown color. The tape carrier is brittle, delaminating and no longer serving a useful purpose.

Previous Treatment

White colored cloth tape adhered over the front and back hinges that has been removed.

Materials Analysis

The tape adhesive was tested with filtered water and appears to be easily soluble.

TREATMENT:

Proposal

Binding

- 1) Consolidate the leather spine.
- 2) Attempt to flatten the front board.
- 3) Reduce the adhesive residue from the front and back fly leaves if possible.
- 4) Reattach the detached leaves.
- 5) Attempt removal of spine leather so that the text block spine may be relined.
- 6) Reattach the boards as appropriate.
- 7) Reattach the spine leather via a natural hollow to provide support to the original leather spine during use.

Textblock

- 1) Surface clean the textblock to reduce surface dirt.
- 2) Remove the brittle and failing tape repairs.
- 3) Reduce creases throughout.

4) Repair tears in the textblock.

Housing Need

Cloth clamshell

Factors Influencing Treatment

This is a leather tightback binding. In order to preserve the red rotted leather spine on the binding, a natural hollow will need to be created in order to prevent the spine from cracking and breaking during handling if it is to be kept on the spine.

Performed Treatment

Binding

- 1) The leather spine was consolidated with a 1:5 mixture of Lascaux 498 HV in ethanol. Lascaux, rather than Klucel G was selected in hopes of imparting flexibility. The lifting paper spine label was adhered to the leather with dry wheat starch paste. [AS, 0.5 hrs]
- 2) After consolidation, the spine was mechanically lifted with spatulas. The back of the leather spine was mechanically cleaned to remove brittle spine adhesive. [0.75]
- 3) The board leathers were also mechanically lifted along the spine with lifting knives. [AS, 0.75 hrs]
- 4) The detached front board was surface cleaned with Absorbene smoke sponges and vinyl erasers. The curved board was then humidified with water vapor for 45 minutes and dried under weight for 2 days to flatten. As much as possible, the leather was protected from coming into contact with excess moisture by limiting the amount of time the board was humidified, and by humidifying through the pastedown. [AS, 0.25 hrs]
- 5) To reduce the brittle spine adhesive, the adhesive was softened with a methyl cellulose A4M poultice and greatly reduced with spatulas. Three green silk endband tie downs were exposed along the spine. [AS, 1.5 hrs]
- 6) The cleaned textblock spine was lined with two layers of Usu Mino kozo tissue and Zen Shofu wheat starch paste. The first layer was applied in between the panels. The second layer was applied overall on top of the supports to protect the sewing. A third layer of handmade antique laid paper was adhered in between the sewing supports with wheat starch paste. [AS, 1 hr]
- 7) The loose sheets (five total), two upper and three lower penultimate leaves and fly leaves were surface cleaned overall with Absorbene vulcanized rubber sponges and vinyl eraser crumbs. [0.5 hrs]
- 8) Hinges of Golden Acrylic toned Tengujo tissue were adhered along the gutter of each leaf with thinned wheat starch paste. Once the hinges were dry, the leaves were hinged on to the spine of the lined textblock, also with wheat starch paste. [1.5 hrs]
- 9) Usu Mino thick tissue was adhered with wheat starch paste on the spine and under the board leather to reattach the boards. An inner hinge of Usu Mino tissue was also adhered under the paste down onto the textblock. A fill of Golden Acrylic toned Sekishu tissue was adhered along the joint of the pastedown to compensate for paper loss. [1.0 hrs]
- 10) The binding, originally a tightback, was rebacked with a natural hollow to better support the leather spine. This was achieved by creating a molded rigid spine over the sewing supports as follows:
 - a) The textblock was wrapped with plastic wrap to protect from moisture. A dampened handmade Cave paper was molded over the exposed spine and supports. The support was trimmed to size and shaped with sandpaper. [AS, 0.5]
 - b) A laminated sheet of Sekishu tissue and Usu Mino tissue (adhered with wheat starch paste) was toned with Golden Acrylics to match the color of the leather. The toned laminated tissue was adhered to the Cave paper support with a 1:1 mixture of PVA and methylcellulose. As it dried it was molded over the Cave paper with a bone folder. [AS, 0.75]
 - c) Strips of cotton cords were adhered inside the folds of the turn-ins with wheat starch paste to strengthen the head and tail of the reback. [0.25]
- 11) The binding was rebacked with the toned paper composite with a natural hollow. The tissue was adhered to the boards with wheat starch paste. [1.5]

12) The lifted board leather and spine leather were adhered down with Lascaux 498 HV. [1.0 hrs]

Textblock

- 1) The textblock was surface cleaned throughout with Absorbene sponges to reduce accumulated surface dirt found especially along the head. [AS, 3 hours]
- 2) Previous taped repairs on the foldouts were removed. The tape carriers were removed by softening the tape adhesive with moisture from a thick methyl cellulose poultice, and mechanically lifting. Tape residue remaining on the paper was further softened with methyl cellulose and scraped away with spatulas. [AS, 3.5 hrs]
- 3) After the tape was removed, tears throughout the textblock were realigned and repaired with untuned Usu Mino tissue and Zen Shofu wheat starch paste. [AS, 8 hours]
- 4) Creases throughout the edges and folds of the foldouts were gently humidified with moisture and dried under weight to flatten. Some creases were reinforced with Usu Mino tissue and wheat starch paste. [AS, 0.75 hrs]

Housing Provided

Cloth clamshell

Housing Narrative

A polyester jacket was constructed out of 3 mil Mylar by Chris Voynovich. A cloth covered clamshell was constructed by Holly Prochaska out of tan Canapetta book cloth, 80 pt. book board, Canson pastedowns, and Jade 403 PVA. The spine was gold stamped onto brown Canson paper. [8 hours]

Storage Recommendations and Handling notes

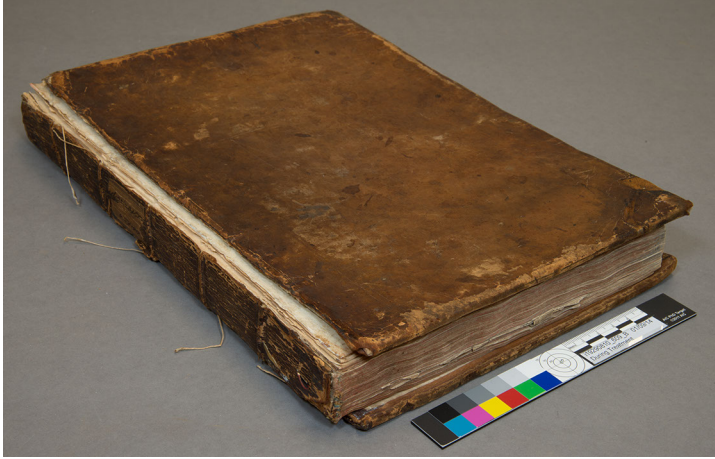
The binding is now in good condition and does not require a cradle during use, however, care is needed when closing the foldouts so edges do not become creased or torn.

TOTAL Treatment Time

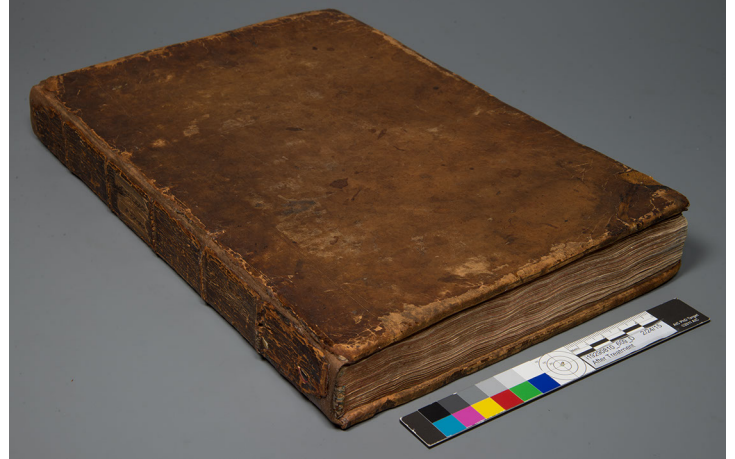
27 hours

The Preservation Lab

Treatment Photography



i19290810_609_A14N Before Treatment



i19290810_609_D14N After Treatment



i19290810_609_A15N Before Treatment



i19290810_609_D15N After Treatment



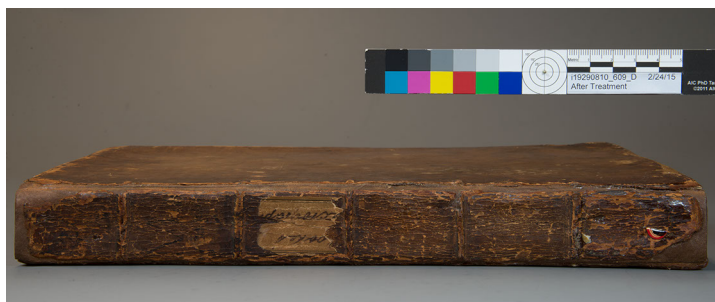
i19290810_609_D17N Opening After Treatment

The Preservation Lab

Spine Treatment Photography



i19290810_609_A16N Before Treatment



i19290810_609_D16N After Treatment



i19290810_609_B16N After Lifting Leather Spine



i19290810_609_B17 After Cleaning Spine



Spine Lined and Boards Attached



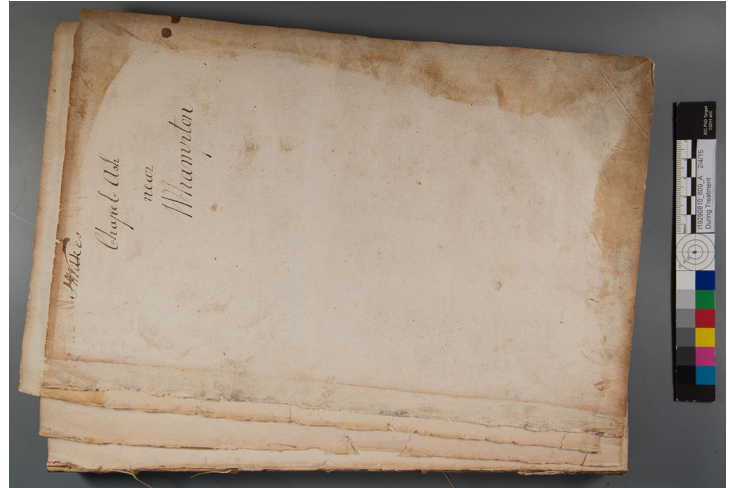
i19290810_609_C17N After Rebacking

The Preservation Lab

Treatment Report



i19290810_609_B4N Before Treatment



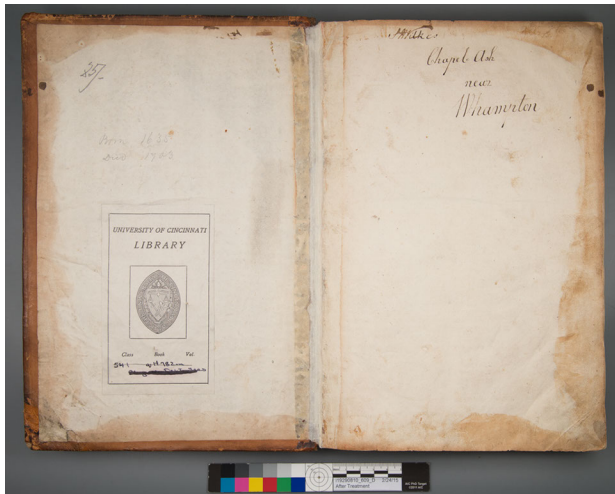
i19290810_609_B5N Before Treatment



i19290810_609_B8N Before Treatment



i19290810_609_B7N Before Treatment

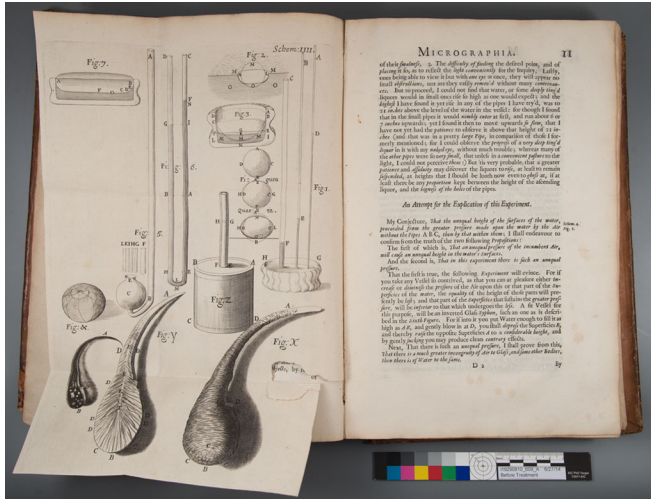


i19290810_609_D18N After Treatment



i19290810_609_D19N After Treatment

The Preservation Lab

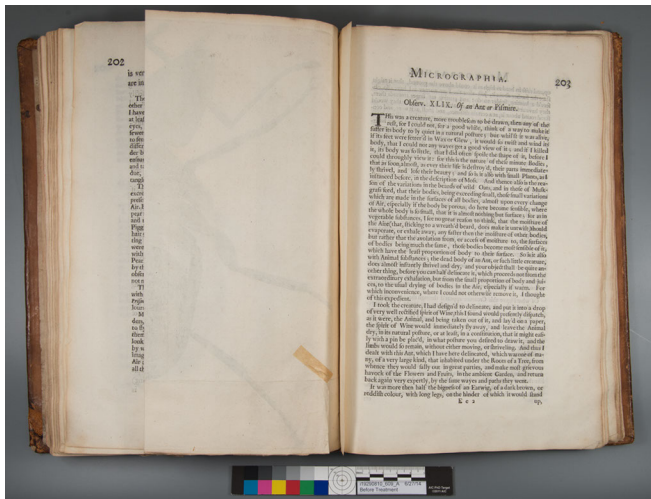


i19290810_609_A1N Before Treatment

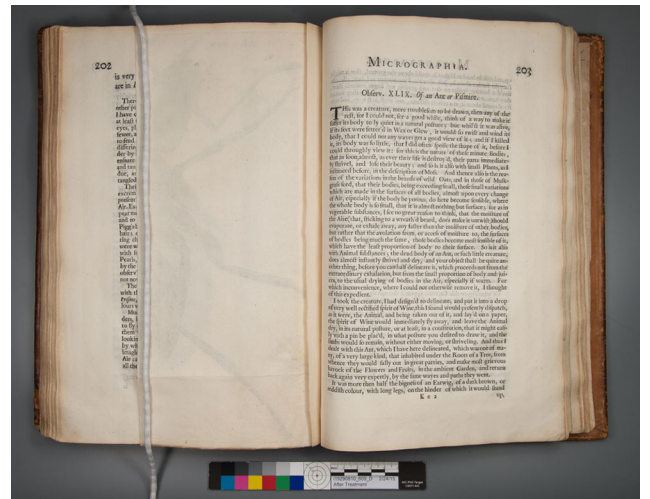
Foldouts Before and After Treatment



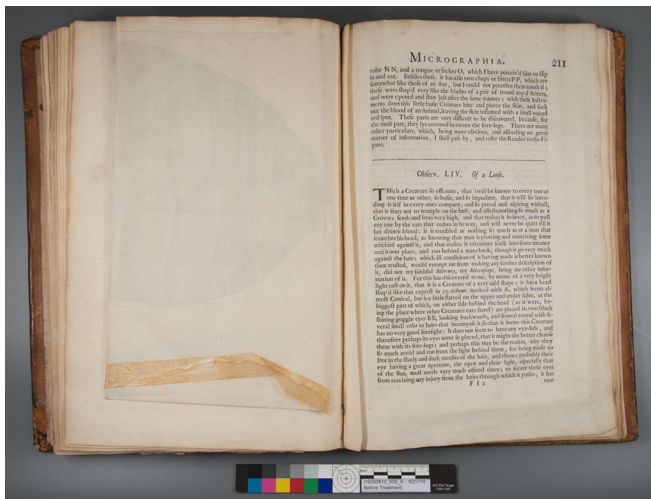
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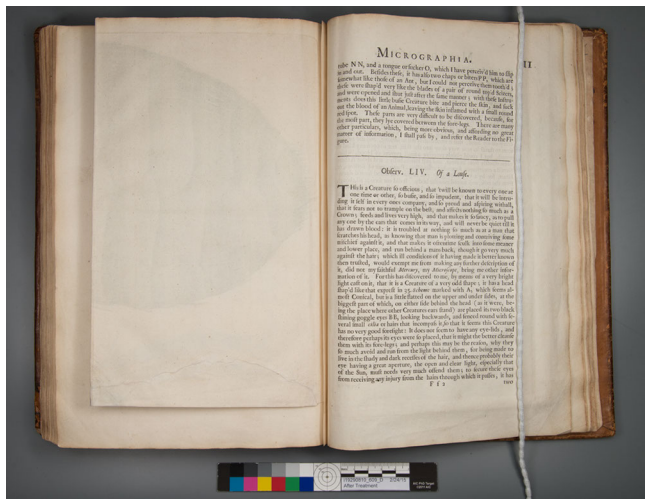
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i19290810_609_D3N After Treatment



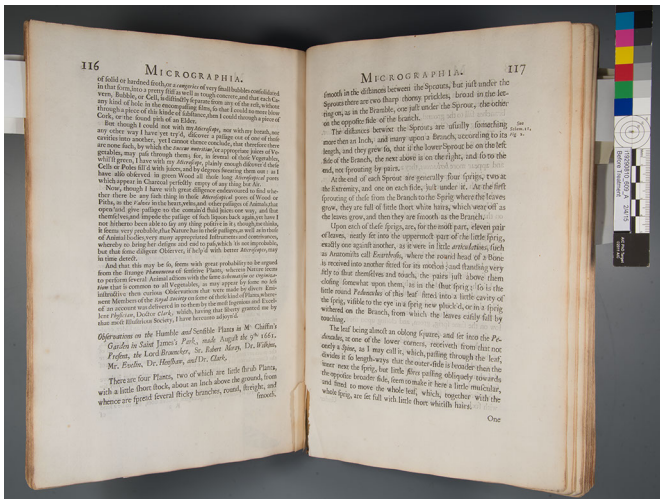
i19290810_609_A5N Before Treatment



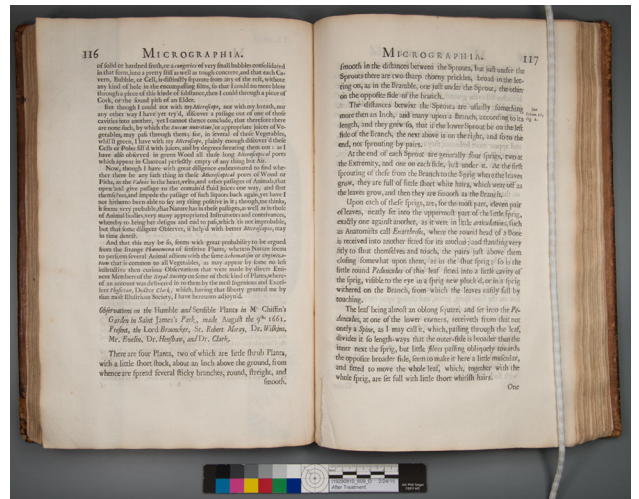
i19290810_609_D5N After Treatment

The Preservation Lab

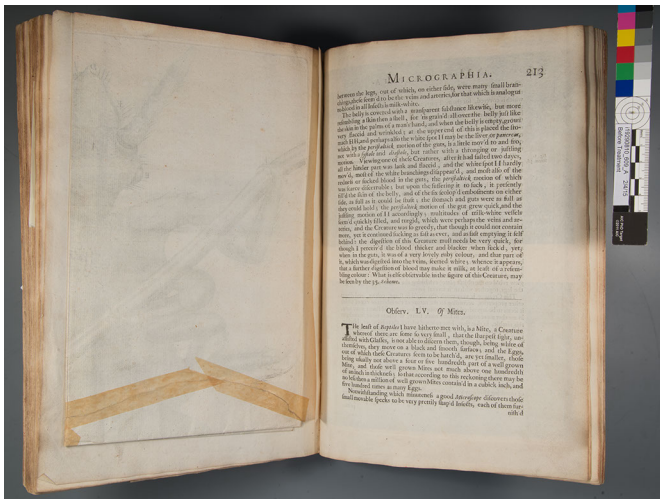
Foldouts Before and After Treatment



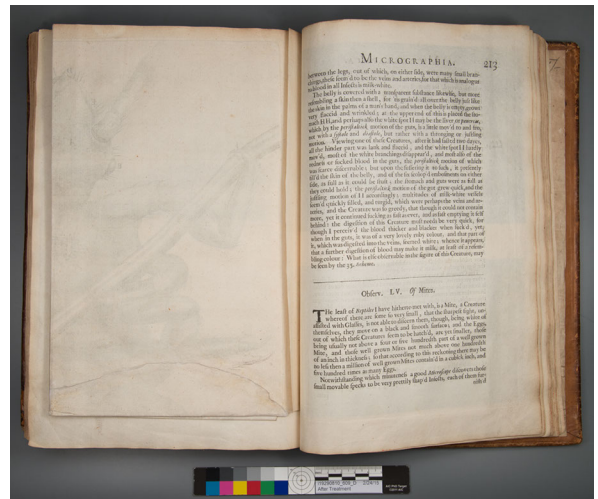
i19290810_609_A9N Before Treatment



i19290810_609_D9N After Treatment



i19290810_609_A10N Before Treatment



i19290810_609_D10N After Treatment

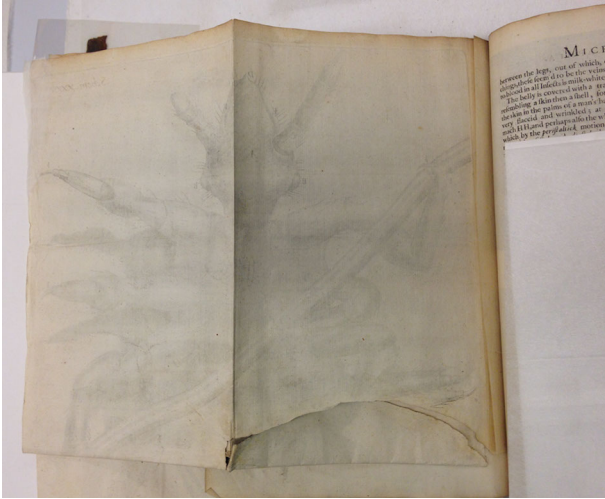


After Tape Removal



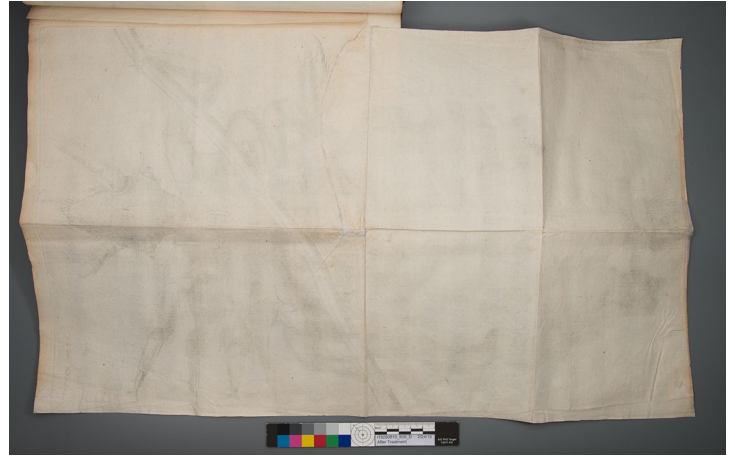
i19290810_609_D12N After Treatment

The Preservation Lab

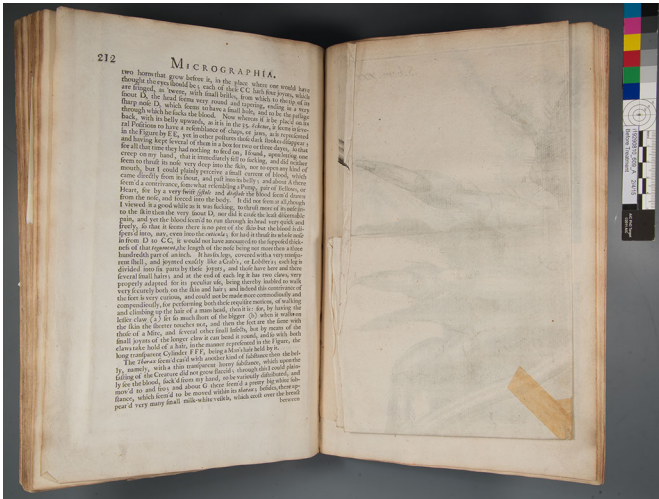


After Adhesive Reduction

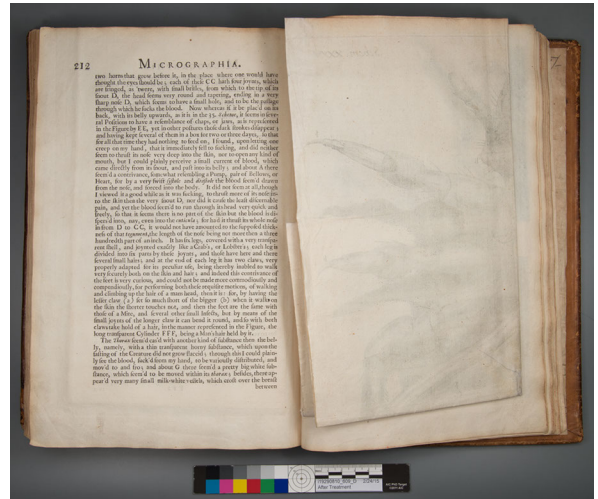
Foldouts Before and After Treatment



i19290810_609_D12N After Treatment



i19290810_609_A11N Before Treatment



i19290810_609_D11N After Treatment



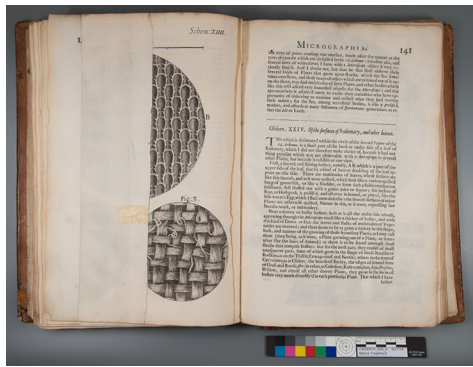
i19290810_609_A13N Insect Damage Before Treatment



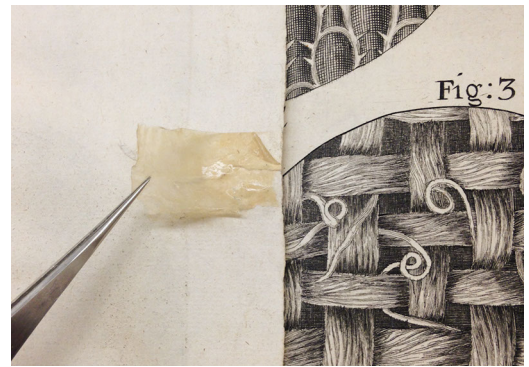
i19290810_609_D13N After Treatment

The Preservation Lab

During Treatment



i19290810_609_A2N Before Treatment



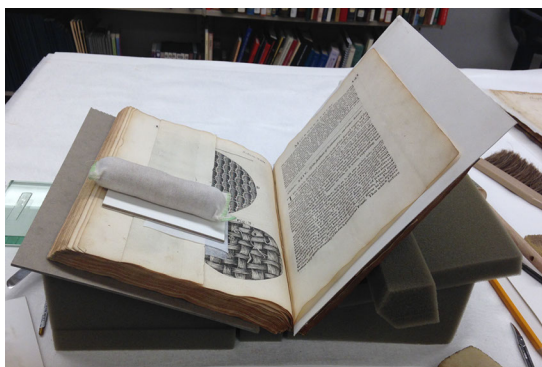
Removing Carrier



i19290810_609_D2N After Treatment



Reducing Adhesive



Textblock Repair



After Adhesive Reduction



Molded Spine Support



Paper Molded Spine Toned with Acrylics