

University of Notre Dame Hesburgh Libraries Conservation Documentation
By Jen Hunt Johnson, Special Collections Conservator

Here are screenshots from the database we use here at the University of Notre Dame Hesburgh Libraries. All of the work that is done for our special collections and archives workflows is entered into this database. We check items in when they arrive in the lab, and check them out again when they leave. This helps us maintain accountability for all materials while they are in the lab.

We also use a number of reports that can format the information into treatment proposals or final reports.

Overall, this database does a great job to serve our needs for documentation. The only major additions I would like to see would be a link to pull bibliographic data from our library catalog, as we currently have to manually enter this information, which can cause some problems, and adds time. Also, Filemaker is not well supported in our institution, so upgrading the database can be challenging, and something we think about as technology continues to improve.

Everything you see in the images here is built within a FileMaker Pro database, designed by my supervisor, Liz Dube. The three screenshots include:

Item Record - we can check materials in through this page, add bibliographic notes and details about why the material needs treatment, and who the main stakeholders are. Here we assign an ID number for each individual item, followed by a treatment ID, which identifies each instance of the item returning to the lab for treatment.

Check In

Browse All Search All
Print today's receipts Print lab inventory

Manual check in

Book enclosure

Shelf prep:

Tuxedo box

Corrugated clamshell

Curator-targeted project:

Tuxedo box

Corrugated clamshell

Cloth clamshell

Exhibit Support

Bound volume

Sheet

Other format (specify)

Deacidification

Bound volume, Latin Amer. Manuscripts, Latin American

Manuscripts, MSN/CW

Manuscripts, MSN/EA

Surveys Survey this item

Survey ID View survey detail

Survey Project

Item ID

Item Description

| | |
|----------------------------------|--|
| Item ID | 14165 |
| Barcode | |
| Call no | |
| Other unique ID (if no call no.) | 4743339 |
| Title | Material del Metodo Onomatopeyico |
| Author (Last, First) | Rodriguez Carlos |
| Date | |
| Description notes | 36 color illustrated alphabet cards, 7 black and white letter posters on orange card stock, and 7 on white |
| Format and quantity | Flat 51 sheet(s) |

Treatments

| | | | | |
|--------------|-----------|---------------------------------------|----------------|--------------------------------|
| Treatment ID | 14128 | View treatment detail | Visit reason | Identified in use |
| Parts detail | | | Priority level | No priority assigned |
| Received | 5/9/2018 | by jhuntjoh | Collection | Latin American |
| Released | 9/11/2018 | by Jen Hunt | Curator | Erika Hosselkus |
| | | | Treatment need | Mend (Japanese paper and wheat |
| | | | Housing need | F3 box |
| | | | Other need | |
| Treatment ID | | View treatment detail | Visit reason | |
| Parts detail | | | Priority level | |
| Received | | by | Collection | |
| Released | | by | Curator | |
| | | | Treatment need | |
| | | | Housing need | |
| | | | Other need | |

[Create new treatment record for this item](#)

Treatment Record - here we input the details of examination, proposal and treatment. On the left you see thumbnails of images related to the treatment. All of the images are maintained separately on a local server, and then linked to the database for reference, and inclusion in our reports. Many of the fields feature pull-downs with common treatment issues, or housing options to help speed up documentation, particularly for simple repairs.

Browse all Search all

Treatment Record

Delete treatment record (retains item record)

Item description

| | | |
|--------------------------|---|----------------------------------|
| Item ID | 14165 | View Item Record |
| Barcode | | |
| Call no | | |
| Other ID (if no call no) | 4743339 | |
| Title | Material del Metodo Onomatopieico | |
| Date | | |
| Author (Last, first) | Rodriguez | Carlos |
| Description notes | 36 color illustrated alphabet cards, Flat 51 sheet(s) | |
| Format | | |
| Parts detail | | |
| Treatment ID 14128 | | |
| Date in/By | 5/9/2018 | jhuntjoh |
| Date out/By | 9/11/2018 | Ben Hunt Johnson |
| Selection method | Identified in use | |
| Priority level | No priority assigned | |
| Collection | Latin American | |
| Curator | Erika Hosselkus | |
| Treatment | Mend (Japanese paper and wheat | |
| Housing need | F3 box | |
| Other need | | |

| | | | |
|--|---|-----------------------|----------------|
| Reviewed by | Jen Hunt Johnson | Full treatment report | Digital images |
| Physical Description | | | |
| Primary support | Wove paper. | | |
| Media | Printed ink in multi-color. | | |
| Binding | unbound sheets | | |
| Housing | printed envelope | | |
| Condition | | | |
| Foreign substances | None. | | |
| Damage | Tears. | | |
| Testing | | | |
| Summary | Set of educational posters and cards. The outer wrapper/envelope is heavily torn. Two sets of large posters are folded in quarters. The sheets are yellowed and discolored from age and surface dirt. | | |
| Proposed treatment | | | |
| Treatment | Clean the sheets as needed. Fold the outer wrapper/envelop to lay flat. mend tears with kozo tissue and paste. Open the posters to house flat. Rehous the set in an F3 box, and create filler to store the cards and the outer wrapper within the same box as the large posters. | | |
| Housing | F3 box | | |
| Notes/cautions | | | |
| Curator approval received: <input checked="" type="radio"/> yes <input type="radio"/> no | | | |
| Treatment performed | | | |
| Treated by | Jen Hunt Johnson | | |
| Treatment | 1. Dry cleaned the cards and posters using a hake brush to lightly remove surface dirt 2. Mended the envelope with kozo tissue (Uso Ming Thin, Hiromi) toned with acrylic paint (Golden Fluid Acrylics, Dick Blick), adhered with wheat starch paste (Zen Shofu, Tatas). Areas of loss were filled with laminated kozo tissues also toned with acrylics to match the tone of the original material. 3. Unfolded the large posters and mended minor tears with tissue and paste 4. Housed the envelope in a mylar L-sleeve 5. Created a four-flap enclosure to house the alphabet cards 6. Placed the posters and the sleeved envelope into a folder made of 20 pt. heavy folder stock 7. Housed all items in a single F3 box. Created a filler out of blue corrugated board to keep the smaller items from shifting within the larger enclosure | | |
| Housing provided | | | |
| Storage/handling notes | | | |
| Treatment time | | | |

| New Before Image | New During Image | New After Image |
|--|------------------------------|-----------------|
| Image ID 2600 | View Image | |
| Treatment ID 14128 | | |
| Type Before treatment | Delete Image | |
| Caption outer wrapper recto | | |
| Image ID 2601 | View Image | |
| Treatment ID 14128 | | |
| Type Before treatment | Delete Image | |
| Caption outer wrapper verso | | |
| Image ID 2602 | View Image | |
| Treatment ID 14128 | | |
| Type Before treatment | Delete Image | |
| Caption sample card recto | | |
| Image ID 2603 | View Image | |
| Treatment ID 14128 | | |
| Type Before treatment | Delete Image | |
| Caption sample card verso | | |
| Image ID 2604 | View Image | |
| Treatment ID 14128 | | |
| Type Before treatment | Delete Image | |
| Caption sample card recto | | |
| Image ID 2605 | View Image | |
| Treatment ID 14128 | | |
| Type Before treatment | Delete Image | |
| Caption large poster folded in quarters, as stored | | |
| Image ID 2606 | View Image | |
| Treatment ID 14128 | | |
| Type Before treatment | Delete Image | |
| Caption large poster folded in half | | |
| Image ID 2607 | View Image | |
| Treatment ID 14128 | | |
| Type Before treatment | Delete Image | |
| Caption large poster fully opened | | |
| Image ID 2715 | View Image | |
| Treatment ID 14128 | | |
| Type After treatment | Delete Image | |
| Caption envelope recto | | |
| Image ID 2716 | View Image | |
| Treatment ID 14128 | | |
| Type After treatment | Delete Image | |
| Caption envelope verso | | |
| Image ID 2717 | View Image | |
| Treatment ID 14128 | | |
| Type After treatment | Delete Image | |
| Caption envelope verso | | |

Image Record - from this page we can view a larger image, and add notations about what we are seeing in the photo documentation. The database only links to a low-quality JPG copy of our images, but we maintain the TIFFs in a separate location which can be easily located using the treatment ID associated with the project.

Image Detail

[Browse All](#)
[Search All](#)

Bibliographic description

| | | |
|--------------------------|--|--------------------------------|
| Item ID | 14165 | View item info |
| Barcode | | |
| Call no | | |
| Other ID (if no call no) | 4743339 | |
| Title | Material del Metodo Onomatopéyico | |
| Athor (Last, First) | Rodriguez Carlos | |
| Description notes | 36 color illustrated alphabet cards, 7 black | |
| Date | | |
| Format | Flat | 51 sheet(s) |

Treatment summary

| | | |
|------------------|--|---------------------------------------|
| Treatment ID | 14128 | View treatment detail |
| Item ID | 14165 | |
| Date in/By | 5/9/2018 jhuntjoh | |
| Date out/By | 9/11/2018 Jen Hunt Johnson | |
| Selection method | Identified in use | |
| Priority level | No priority assigned | |
| Collection | Latin American | |
| Curator | Erika Hosselkus | |
| Treatment | Mend (Japanese paper and wheat starch) | |
| Housing need | F3 box | |
| Other need | | |



| | | |
|--------------|---------------------|--|
| Image ID | 2600 | |
| Treatment ID | 14128 | |
| Image type | Before treatment | |
| Description | outer wrapper recto | |

University of Notre Dame Hesburgh Libraries
Conservation Treatment Proposal

ITEM IDENTIFICATION

Author: Carlos Rodriguez
Title/Description: Material del Metodo Onomatopeyico
Date:
Location/Call No:
Other ID: 4743339
Barcode:
Parts:
Format: Flat **Quantity:** 51 sheet(s)
Notes: 36 color illustrated alphabet cards, 7 black and white letter posters on orange card stock, and 7 on white card stock, and one color printed wrapper

SELECTION CRITERIA

Identified in use
No priority assigned
Collection: Latin American
Curator: Erika Hosselkus

CONSERVATION REVIEW

Evaluated by Jen Hunt Johnson
Treated by Jen Hunt Johnson
Other documentation: Digital images

Received 5/9/2018
Returned 9/11/2018

Conservation ID 14165_14128

PHYSICAL DESCRIPTION

Primary support: Wove paper.
Media: Printed ink in multi-color.
Binding: unbound sheets
Housing: printed envelope

CONDITION

Foreign substances: None.
Damage: Tears.
Testing:

Set of educational posters and cards. The outer wrapper/envelope is heavily torn. Two sets of large posters are folded in quarters. The sheets are yellowed and discolored from age and surface dirt.

TREATMENT PROPOSAL

Clean the sheets as needed. Fold the outer wrapper/envelop to lay flat. mend tears with kozo tissue and paste. Open the posters to house flat. Rehouse the set in an F3 box, and create filler to store the cards and the outer wrapper within the same box as the large posters.

Proposed housing: F3 box

Notes/cautions:

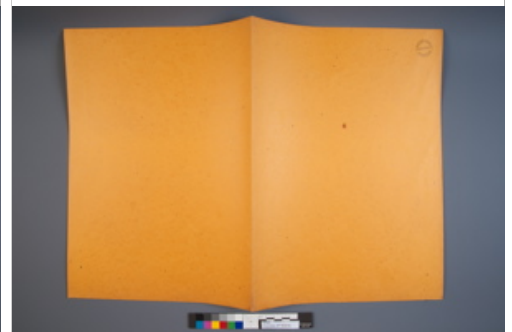
BEFORE TREATMENT IMAGES



Before treatment
outer wrapper recto



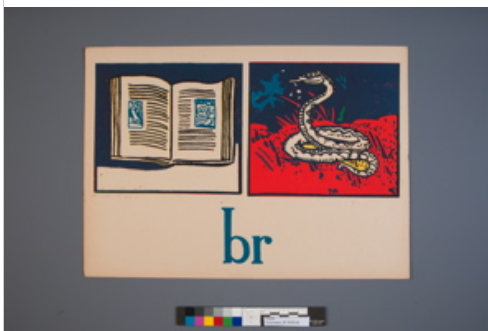
Before treatment
sample card verso



Before treatment
large poster folded in half



Before treatment
outer wrapper verso



Before treatment
sample card recto



Before treatment
large poster fully opened



Before treatment
sample card recto



Before treatment
large poster folded in quarters, as
stored

University of Notre Dame Hesburgh Libraries
Conservation Treatment Report

| | | | |
|--|---|---|-----------------------------|
| ITEM IDENTIFICATION Author: Carlos Rodriguez Title/Description: Material del Metodo Onomatopeyico Date: Location/Call No: Other ID: 4743339 Barcode: Parts: Format: Flat Quantity: 51 sheet(s) Notes: 36 color illustrated alphabet cards, 7 black and white letter posters on orange card stock, and 7 on white card stock, and one color printed wrapper | SELECTION CRITERIA Identified in use No priority assigned Collection: Latin American Curator: Erika Hosselkus CONSERVATION REVIEW Evaluated by Jen Hunt Johnson Treated by Jen Hunt Johnson Other documentation: Digital images | Received 5/9/2018 Returned 9/11/2018 | Conservation ID 14165_14128 |
|--|---|---|-----------------------------|

PHYSICAL DESCRIPTION

Primary support: Wove paper.
Media: Printed ink in multi-color.
Binding: unbound sheets
Housing: printed envelope

CONDITION

Foreign substances: None.
Damage: Tears.
Testing:

Set of educational posters and cards. The outer wrapper/envelope is heavily torn. Two sets of large posters are folded in quarters. The sheets are yellowed and discolored from age and surface dirt.

TREATMENT PROPOSAL

Clean the sheets as needed. Fold the outer wrapper/envelop to lay flat. mend tears with kozo tissue and paste. Open the posters to house flat. Rehouse the set in an F3 box, and create filler to store the cards and the outer wrapper within the same box as the large posters.

Proposed housing: F3 box

Notes/cautions:

TREATMENT PERFORMED

1. Dry cleaned the cards and posters using a hake brush to lightly remove surface dirt
2. Mended the envelope with kozo tissue (Uso Mino Thin, Hiromi) toned with acrylic paint (Golden Fluid Acrylics, Dick Blick), adhered with wheat starch paste (Zen Shofu, Talas). Areas of loss were filled with laminated kozo tissues also toned with acrylics to match the tone of the original material.
3. Unfolded the large posters and mended minor tears with tissue and paste
4. Housed the envelope in a mylar L-sleeve
5. Created a four-flap enclosure to house the alphabet cards
6. Placed the posters and the sleeved envelope into a folder made of 20 pt. heavy folder stock
7. Housed all items in a single F3 box. Created a filler out of blue corrugated board to keep the smaller items from shifting within the larger enclosure

Housing provided:

STORAGE AND HANDLING NOTES

PHOTOGRAPHIC DOCUMENTATION

BEFORE TREATMENT

DURING TREATMENT

AFTER TREATMENT



Before treatment
outer wrapper recto



After treatment
envelope recto



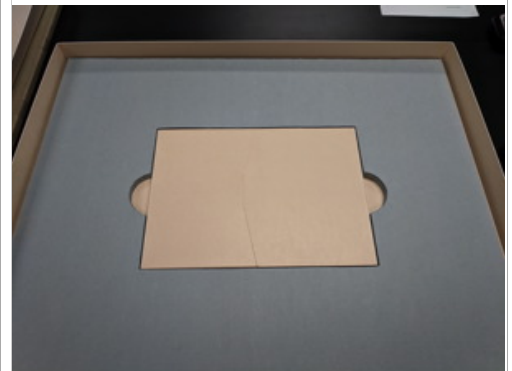
Before treatment
outer wrapper verso



After treatment
envelope verso



Before treatment
sample card recto



After treatment
enclosure with sunken cavity for cards

PHOTOGRAPHIC DOCUMENTATION

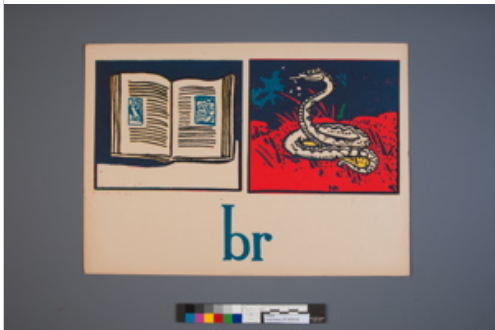
BEFORE TREATMENT

DURING TREATMENT

AFTER TREATMENT



Before treatment
sample card verso



Before treatment
sample card recto



Before treatment
large poster folded in quarters, as
stored



After treatment
portfolio to house cards



After treatment



After treatment
large posters in archival folder

BEFORE TREATMENT

DURING TREATMENT

AFTER TREATMENT



Before treatment
large poster folded in half



large poster fully opened



After treatment
archival folder placed in top layer of enclosure