

Indiana Historical Society Conservation Documentation
by Kathy Lechuga, Book Conservator

Here is some information on how we conduct our documentation at the Indiana Historical Society.

We use an in-house built Microsoft Access database. Our database consists of what we refer to as Conservation Request Forms (CRFs) that can be accessed by any Library department staff member. Library staff fill out a CRF for any housing or conservation needs. For example, as collections are being processed and a number of items need enclosures the processor would fill out a request form and place the items in a designated location for Conservation staff to pick them up. We don't have an alert set up, so we don't know when someone submits a new request, but we do check the location regularly. Conservation staff also create CRFs if someone comes to talk to us about an issue or if we need to make mounts for exhibits, etc. We use these forms as a way to track any and all treatments and what is entering and leaving the lab.

We have a separate Word document that we use to generate detailed treatment documentation. Within this form we have space to place thumbnail sized images of the object (high quality JPEGs are stored on our server. We don't have enough server space to store TIFFs, so we make do with JPEGs). After the report is finished we save it as a PDF and link it to the corresponding CRF in the database. We also print out a color copy of the report and store it in our Conservation department files. We don't generate extensive documentation for everything however. If an item is simply receiving an enclosure or one or two mends, or being humidified and flattened, we have a field on the CRF in the database that allows us to add summaries of treatment and/or housing work done. So we always indicate what was done to an object, but sometimes those notes are more brief.

Recently, we've begun adding a note in the online catalog record of printed items to indicate that an item has received treatment. The note reads: "This item received conservation treatment on [date]. For more information see CRF# [number]". Unfortunately, we're unable to link PDFs of the actual documentation to our website, so this was a logical compromise. If anyone wants to see the documentation Library staff could contact us or simply go into the CRF database themselves and print or download the PDF reports. We're still trying to figure out a good way of indicating that an individual manuscript received treatment. Because of the way manuscripts are cataloged here this has been tricky and is an ongoing discussion.

I've attached a screenshot of a CRF form that corresponds to the attached treatment report. For some reason when you look at the screenshot on the bottom of the form under the checked box "Treatment Report and Images", the box looks blank. This is where we can link the PDF form and sometimes an icon appears in this box indicating something is attached. I'm not sure why there isn't one now, but basically if that check box is checked, there's a linked report! I've also linked another screenshot of a form with more abbreviated treatment notes.

Home Create External Data Database Tools Acrobat

View Paste Copy Format Painter Views Clipboard Font Rich Text Records Sort & Filter Window Find

- Custom
- Search...
- Tables
- Query
- Assigned to SGowler Query
 - Enclosure Needs Query
 - Enclosure Query_Books
 - Enclosure Query_MSS:BV
 - NewTreatmentData Query
 - NewTreatmentData Query1
 - Quarterly Stats Query KL
 - SC mending project totals
 - Treatment Query_Books
 - TRQuery
- Forms
- Completed housing or survey entr...
 - CRF 5137
 - CRF Count & Item Totals
 - CRF Form
 - Treatment Report Form
- Report Forms
- Copy of Treatment Report Form
 - NewTreatmentData
 - print-backup
 - Treatment Report
- Unassigned Objects
- NewTreatmentData
 - assigned forms
 - NewTreatmentData Query10/19
 - NewTreatmentData Query2
 - NewTreatmentData Query3
 - Yearly Stats Query KLechuga
 - Copy of CRF 5701
 - Copy of CRF 5704
 - Copy of CRF Form
 - CRF 5701
 - CRF 5702

CRF Form

Conservation Request Form

Notification Date: 7/25/2018

Notified By: M. Gurevitz Dept: MAVC

Assigned: KarenL

Check here if there is a deadline for processing *If yes, enter date*

Form #: 6458 Cataloged?

About the Materials Needing Treatment

Accession #: 1995.0284

Enter collection # or LC call #

ID #: M1414

Collection Name: Nellie Blodau McElhaney

Collection home: MSS Item: MSS:BV

Barcode #: _____ Quan: 2

Description: BV 5367-5377

Enter collection title (mss, vc) or title (pc), then description and item numbers

BV or Album Title Information: BV 5376: Art lesson book, 1897-1900; BV 5377: Notes and Charts, Astrology and Numerology

Size Designation: BV/Book Custom

About the Housing or Treatment Needed

Check all that apply below, and enter ratings for "value" and "use."

Enclosure/housing/unframing Value Rating: 2-medium

Scan

Exhibit Anticipated Use: 2-medium

Survey

Treatment

Treatment Request Notes: Need custom housing, also the binding on both the volumes isn't the best, and perhaps there may need to be some interleaving due to the different inks and paints used in the art lesson book.

Holding Area: MAVC Conservation shelves

About the Treatment Performed

Date In: 8/16/2018 Complete?

Date Complete: 9/10/2018 Quantity Treated: 2

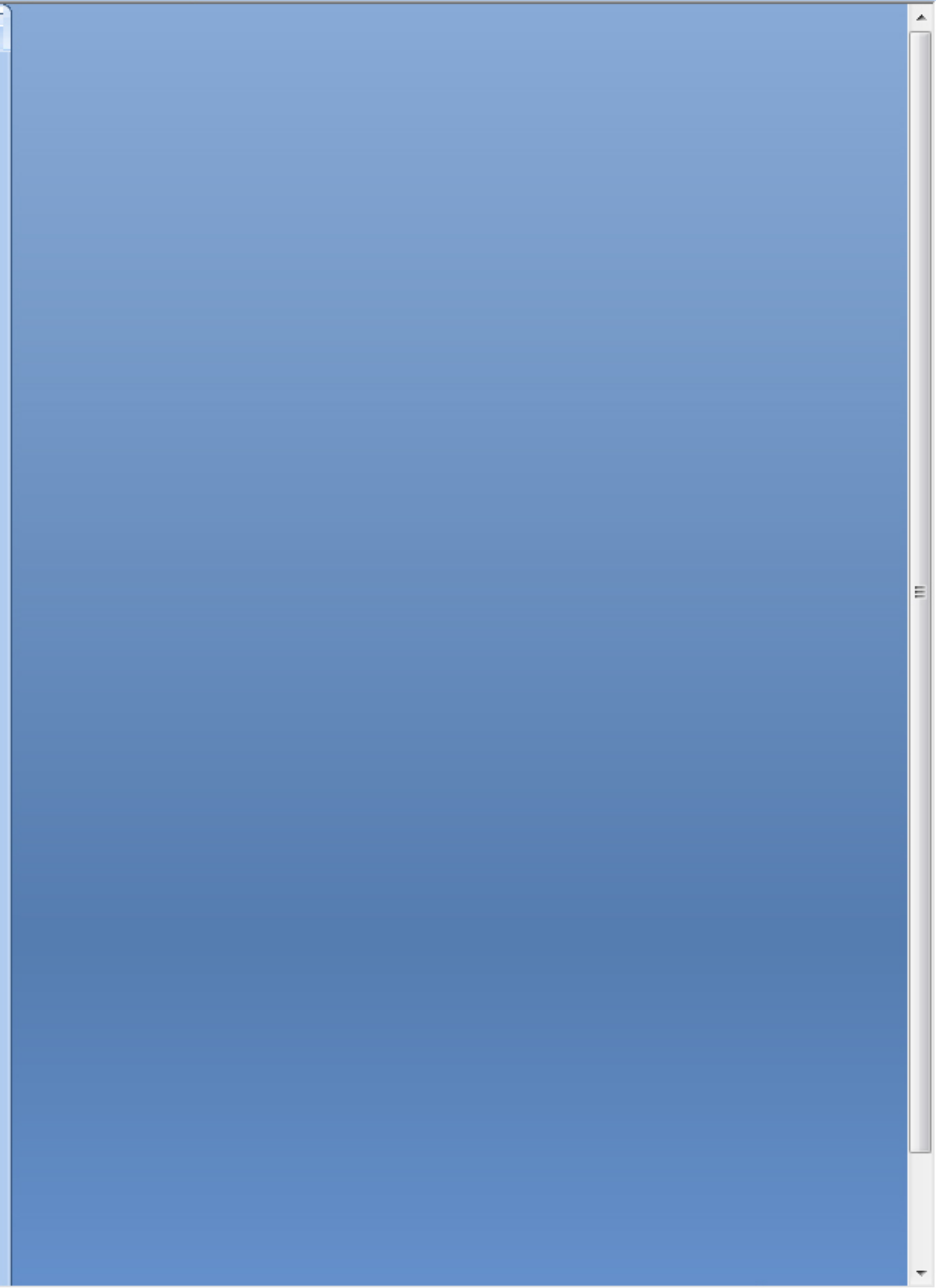
Date Out: 9/10/2018 Treatment/Enclosure By: KarenL

Cons #: 0 Treatment Report and Images?

Right click on BLANK BOX and CLICK on INSERT OBJECT. CLICK on CREATE FROM EXISTING FILE. CLICK on OPEN

Treatment Outline: Surface cleaned with soot sponge where needed
Constructed corrugated clamshell with ethafoam padding
BV 5377- cellulose powder applied to mitigate tacky residue near binding on most pages

DateAdded: 7/25/2018 4:09:27 PM DateModified: 7/25/2018 4:09:27 PM



Home Create External Data Database Tools Acrobat

View Views Clipboard Font Rich Text Records Sort & Filter Window Find

- Custom
- Search...
- Tables
- Query
- Assigned to SGowler Query
 - Enclosure Needs Query
 - Enclosure Query_Books
 - Enclosure Query_MSS:BV
 - NewTreatmentData Query
 - NewTreatmentData Query1
 - Quarterly Stats Query KL
 - SC mending project totals
 - Treatment Query_Books
 - TRQuery
- Forms
- Completed housing or survey entr...
 - CRF 5137
 - CRF Count & Item Totals
 - CRF Form
 - Treatment Report Form
- Report Forms
- Copy of Treatment Report Form
 - NewTreatmentData
 - print-backup
 - Treatment Report
- Unassigned Objects
- NewTreatmentData
 - assigned forms
 - NewTreatmentData Query10/19
 - NewTreatmentData Query2
 - NewTreatmentData Query3
 - Yearly Stats Query KLechuga
 - Copy of CRF 5701
 - Copy of CRF 5704
 - Copy of CRF Form
 - CRF 5701
 - CRF 5702

Conservation Request Form

Notification Date: 7/30/2018

Notified By: Nadia Kousari Dept: Reference

Assigned: KLechuga

Check here if there is a deadline for processing *If yes, enter date*

Form #: 6462 Cataloged?

About the Materials Needing Treatment

Accession #:

Enter collection # or LC call #

ID #: SC 1630

Collection Name: Eliza Jane Hartman collection, 1855-1894

Collection home: MSS Item: MSS:Album

Barcode #: Quan: 1

Description: PAA Photo Album

Enter collection title (mss, vc) or title (pc), then description and item numbers

BV or Album Title Information: SC 1630 Eliza Jane Hartman Collection PAA

Size Designation:

About the Housing or Treatment Needed

Check all that apply below, and enter ratings for "value" and "use."

Enclosure/housing/unframing Value Rating:

Scan Anticipated Use:

Exhibit

Survey

Treatment

Treatment Request Notes: Item requested by patron for scanning and found to be in poor condition. Stabilization required before returning to stacks. Scanning has been completed by PID as the image was fully detached already.

Holding Area:

About the Treatment Performed

Date In: 7/30/2018 Complete? Treatment Outline: See Treatment Report

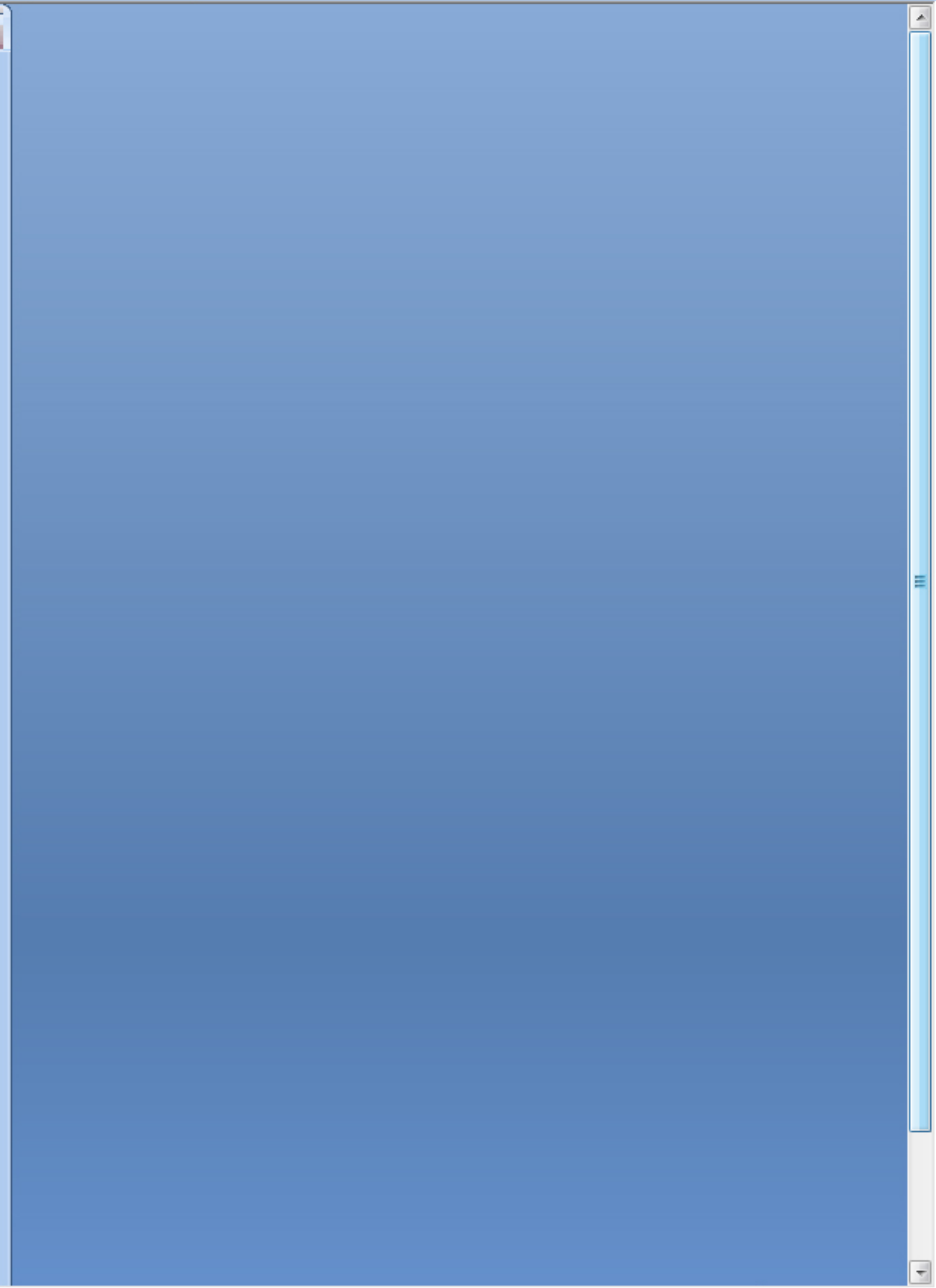
Date Complete: Quantity Treated: 1

Date Out: 9/6/2018 Treatment/Enclosure By: KLechuga

Cons #: 0 Treatment Report and Images?

Right click on BLANK BOX and CLICK on INSERT OBJECT. CLICK on CREATE FROM EXISTING FILE. CLICK on OPEN

DateAdded: 7/30/2018 11:27:44 AM DateModified: 7/30/2018 11:27:44 AM



CRF #: 6462

Treatment by: Kathy Lechuga

Date In: 7/30/2018

Date Out: 9/6/2018

Housing Need: None, but new spine label needed for box

IDENTIFICATION

ID #: SC 1630

Collection Name: Eliza Jane Hartman Collection

Title/Subject: [PAA Photo Album]

Period/Date: 1855-1894

Dimensions: 6 1/8" h x 5 3/8" w x 2 1/4"

DESCRIPTION

Binding: Full stamped leather, tight joint, carte de visite album binding with a natural hollow. There are two brass foredge clasps. The word "Album" has been stamped on the spine in gold foil. There are four holes at the board corners indicating the presence of bosses at one time.

Textblock: The text block is comprised of 25 board leaves with printed paper mats adhered to both sides. The bottom section of each mat remains unadhered so that photographs could be slid inside the mats. There is a single folio endpaper with a tipped fly leaf at the front of the text block. There are two tin types in the album but the rest of the photographs appear to be albumin prints. The boards are attached to each other with cheese cloth type textile guards. At the front and back of the text block, the textile was left oversized and overlapped onto the inside of the pastedowns. The text block spine has been lined with decorative blue and white printed paper as well as the same cheese cloth type textile. This same paper was used for the pastedowns attaching the case to the text block.

Media: Pencil, gold oil-based printing ink, black, gray/blue ink (not tested to determine if iron gall ink, but no visual cues to indicate that it is).

CONDITION

Binding: The cover is fully detached from the text block due to the hinges being broken at the point where the overhanging front and back textile guards formed a breaking edge underneath the pastedowns. The binding is missing all 8 of its original bosses. The leather covering material is heavily abraded, skinned, and some areas of grain layer have delaminated; however, there is no red rot observed. The bottom brass foredge clasp exhibits slight corrosion in the hinge area, otherwise both clasps are in good condition.

Textblock: The text block is soiled throughout. Several of the paper mats are torn where an attempt had been made to remove or insert photographs. There are possibly 4 photographs missing as the paper mats are torn indicating that they were probably removed at one point. The original textile guards have failed throughout and many of the board pages are detached from each other or detached in groupings. The spine linings have failed and the original paper spine lining is detached, torn, brittle, and shattered. There are no endpapers at the back of the book and it doesn't appear like there were any when originally constructed.

Media: All media are in good condition throughout.





TREATMENT PERFORMED

- 1) Surface cleaned with makeup sponges.
- 2) Lifted under the paper covering on the board leaves at the spine side of the detached leaves of the text block.
- 3) Adhered sekishu white kozo fiber paper strips under the lifted paper covering to reattach and secure the text block. The lifted covering paper was re-adhered with 3% sodiumcarboxy methyl cellulose (SCMC).
- 4) Lined the spine of the text block with a lining of usu-mino thin kozo fiber paper cut to the width of the text block and adhered with Zen Shofu wheat starch paste. Adhered a second lining of thicker sekishu kozo fiber paper also with paste.
- 5) Humidified and flattened fragmented strips of original paste downs. Re-adhered these fragments onto their corresponding areas on both pastedowns with wheat starch paste.
- 6) Re-adhered delaminated areas of the leather covering material with Lascaux 498HV.
- 7) Adhered gussets made from sekishu kozo fiber paper at the front and back joints of the text block with 3% SCMC. These were then adhered to the inside of the case, with SCMC, to provide attachment while simultaneously allowing room for the stiff board leaves to flex and open flat.
- 8) Created a new spine label for phase box. The label was adhered with Jade 403 PVA.

Housing Provided: No housing, only new spine label with corrected collection information and warning label about loose case to text attachment.

Notes & Cautions: The case to text block attachment is intentionally loose because a tighter attachment would not allow the text block to open well and would eventually cause it to detach from the case again.

TREATMENT IMAGES

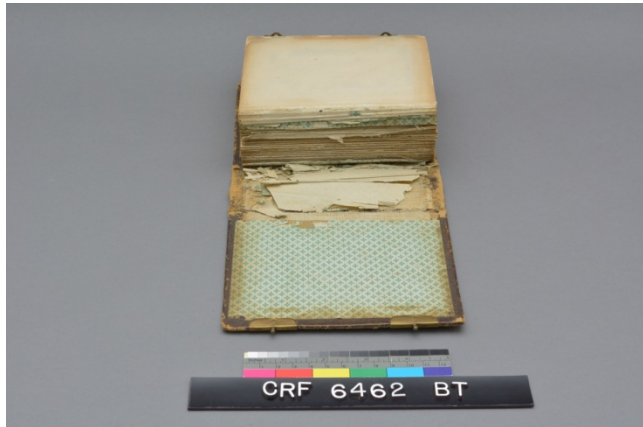
Before Treatment	After Treatment
 <p data-bbox="185 982 342 1016">Front overall</p>	 <p data-bbox="855 982 1013 1016">Front overall</p>
 <p data-bbox="185 1478 334 1512">Back overall</p>	 <p data-bbox="855 1478 1005 1512">Back overall</p>



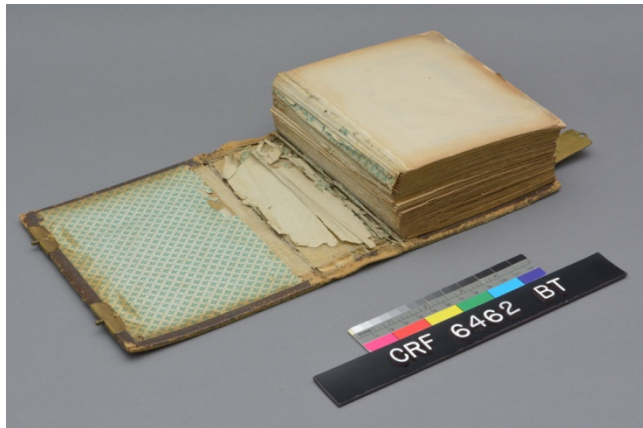
Spine view



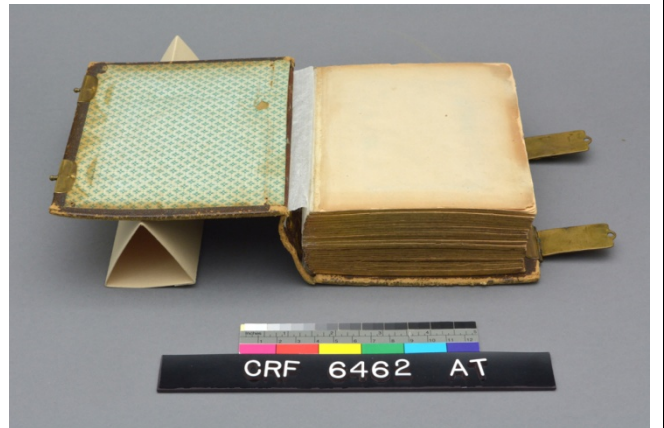
Spine view



Detail of open spine view showing damaged spine lining



Front opening



Reattached case to text block with front gusset



Detail of opening showing torn paper mat and split text block



Reattached text block board leaves with detail of opening



Detail of opening showing split text block



Detail of opening after reattachment



Back opening



Reattached case to text block with back gusset