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Autore	Saxo Grammaticus <approximately 1204.>
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Descrizione fisica	Online resource ([152] bl.)
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Note generali	Reproduction of original in Det Kongelige Bibliotek / The Royal Library (Copenhagen).
2. Record Nr.	UNINA9910964473703321
Autore	Balloffet Nelly
Titolo	Preservation and conservation for libraries and archives / / Nelly Balloffet and Jenny Hille ; Judith Reed, technical editor ; Jenny Hille, illustrator
Pubbl/distr/stampa	Chicago, : American Library Association, c2005
ISBN	9786613093554 9780838993415 0838993419 9780838998137 0838998135 9781283093552 1283093553
Edizione	[1st ed.]
Descrizione fisica	1 online resource (237 pages)
Altri autori (Persone)	HilleJenny ReedJudith A
Disciplina	025.8/4
Soggetti	Library materials - Conservation and restoration Archival materials - Conservation and restoration Library materials - Storage Archival materials - Storage Paper - Preservation Books - Conservation and restoration Library exhibits

Archives - Exhibitions

Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
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Note generali	Description based upon print version of record.
Nota di bibliografia	Includes bibliographical references (p. 204-207) and index.
Nota di contenuto	<p>Intro -- Contents -- Foreword -- Acknowledgments --</p> <p>Introduction -- Section 1: The Basics of Preservation -- Environment -- Temperature and Humidity -- Heating, Ventilation, and Air Conditioning (HVAC) -- Coping with Old HVAC Systems -- Cold Storage -- Monitoring Environmental Conditions -- Light --</p> <p>Maintenance and Housekeeping -- Education -- Basic Rules for Using Research Materials -- Staff Training -- Patron Education -- Disaster Planning and Response -- Evacuation of Patrons and Staff --</p> <p>Contingency Arrangements during an Emergency -- Collection Priorities -- General Assessment or Survey -- Compile a Disaster Plan -- Construction and Renovations -- Water Emergencies: The Importance of Quick Action -- Failure of HVAC System -- Mold --</p> <p>Disaster Recovery -- Storage Methods -- Storage Furniture -- Book Storage in Libraries -- Book Storage in Archives -- Document Storage -- Storage of Larger Items -- Roll Storage -- Framed Art Storage --</p> <p>Off-Site Storage Spaces -- Attics, Barns, and Other Unheated Spaces -- Summary of Basic Preservation Measures -- Procedures to Avoid --</p> <p>Work Flow Charts -- Section 2: Getting Started: Work Space, Equipment, Tools, and Techniques -- Setting Up a Work Area for Preservation Activities -- Dedicated Space -- Lighting and Environment -- Storage -- Office Area -- Equipment -- Cutters -- Presses -- Hand Tools -- Working Tips -- Measuring -- Grain Direction -- Cutting and Trimming -- Scoring and Folding -- Using Adhesives -- General Working Tips -- Section 3: Simple Preservation Techniques: Rehousing Library and Archive Materials -- Rehousing Library and Archive Materials -- Determining What Materials Need Rehousing --</p> <p>Preliminary Stages -- Counting -- Ordering Supplies -- Cleaning Materials -- Storage Containers (Preservation Enclosures) -- Enclosures -- Archival? Acid-Free?.</p> <p>Testing New and Old Folders and Boxes with a pH Pen -- Selecting and Adapting Ready-Made Products -- Handling Certain Types of Materials -- Scrapbooks and Albums -- Photographic Materials -- Maps, Posters, Architectural Photoreproductions -- Making Simple Enclosures -- Map Folders -- Self-Closing Wrappers: Protection for Books -- Barrier Sheets -- Interleaving -- Polyester Encapsulation -- Polyester Dust Jackets -- Section 4: Paper Conservation Techniques -- Overview of Western and Japanese Paper -- Characteristics of Western Papers -- Characteristics of Japanese Papers -- Testing Paper for Grain Direction -- Testing pH -- Photographs -- Supplies and Equipment Needed for Paper Repairs -- Repair Papers -- Adhesives -- Hand Tools -- Equipment -- Other Supplies -- Techniques for Handling Paper --</p> <p>Preparing Materials before Putting Them into Enclosures -- Picking Up and Moving Large Flat Items -- Paper Repair Techniques -- Tearing Japanese Paper -- Undoing (Reversing) Repairs Made with Paste or Methylcellulose -- Mending Edge Tears -- Repairing Holes and Missing Corners -- Attaching Hinges to Pages -- Mending Torn Pages in Books -- Mending Tears in Foldout Maps -- Section 5: Book Conservation</p>

Techniques -- Brief Review of Bookbinding Structure and Terminology
-- Parts of a Book -- Techniques for Handling Books -- Removing a Book from the Shelf -- Call Number Flags -- Opening a Book -- Supporting Fragile Books -- Packing and Moving Books -- Supplies and Equipment Needed for Book Repairs -- Adhesives -- Cloth -- Western and Japanese Papers -- Boards -- Thread -- Hand Tools -- Equipment -- Other Supplies -- Book Repair Techniques -- Simple Repairs between the Covers -- Simple Repairs to the Case -- Repairs to the Text Block and the Case -- Pamphlets -- Children's Books -- Section 6: Small Exhibits -- Designing the Exhibit with Conservation in Mind. Environment in the Gallery -- Length of the Exhibition -- Security -- Insurance -- Lending and Borrowing -- Condition Reports -- Mounting an Exhibition -- Exhibit Cases -- Exhibiting Flat Paper Items -- Use Facsimiles Whenever Possible -- Rotating Exhibits -- Relaxing Rolled Materials -- Handling Large Materials -- Folded Documents -- Mounting, Hinging, Matting, Framing -- Window Mats -- Mounting Artwork or Documents -- Framing -- Preparing Books for Exhibition -- Simplest Supports -- Book Wedges -- Polyester-Film Book Supports -- Preventing Distortion -- Exhibiting Books as Museum Objects -- Closing the Show -- Removing Materials from the Exhibit -- Storage of Exhibit Materials -- Think Ahead to the Next Show -- Appendix -- A: Care of Photographs -- B:Suppliers, Conservation Binders, and Salvage Companies -- C: Sources of Help and Advice -- D: Glossary -- E: Bibliography -- Index.

Sommario/riassunto

When materials aren't available due to deterioration, missing pages, disconnected covers, or other problems, it can be frustrating for users and librarians alike. The answer is to provide appropriate care for the collection from the outset, while also guiding staff on making needed repairs. In Preservation and Conservation, two experts show library administrators and decision makers optimal collection preservation techniques, what it takes to set up a conservation work area, and safe ways to mount a small exhibit. In between, those responsible for repairs will find easily learned, illustrated,
