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Sommario/riassunto

With discussion on how paper conservation procedures work, how they are put to use, and how deterioration may be prevented, this comprehensive volume examines how vast quantities of documentation can best be preserved. It provides detailed information and recommendations about various preservation methods, including mechanical copying, photographic film, magnetic recording, and optical disk recording, and on the expected useful lives of each. Also included are a method for scoring and assessing the condition of collections and a decision tree that provides a guide for orderly progress in preserving a collection of documents. Printed on permanent, acid-free paper.