



A Division of Library Binding Service

news

Description of Cooperative Preservation Photocopying Project — by Linda Nainis

In 1988 Georgetown University Law Library, together with more than forty other law libraries nationwide, completed a cooperative preservation photocopying project involving a thirty-one volume legal reference set. They contracted with LBS/Archival Products in Des Moines, Iowa, to disbind and reproduce the brittle volumes on acid-free paper and then bind the reproduction. Archival Products uses high-speed photocopy equipment that provides an image superior to most in-house library photocopiers.

Since the successful completion of this project, there has been a great deal of interest in how it was done, and questions about whether copies of the duplicated sets are still available.

Initially, it was not the intention of Georgetown University Law Library to administer a large-scale cooperative preservation photocopying project.

However, the library needed a serviceable copy of *Federal Cases, 1789-1880*.

The original *Federal Cases* was published over a three-year period in the late

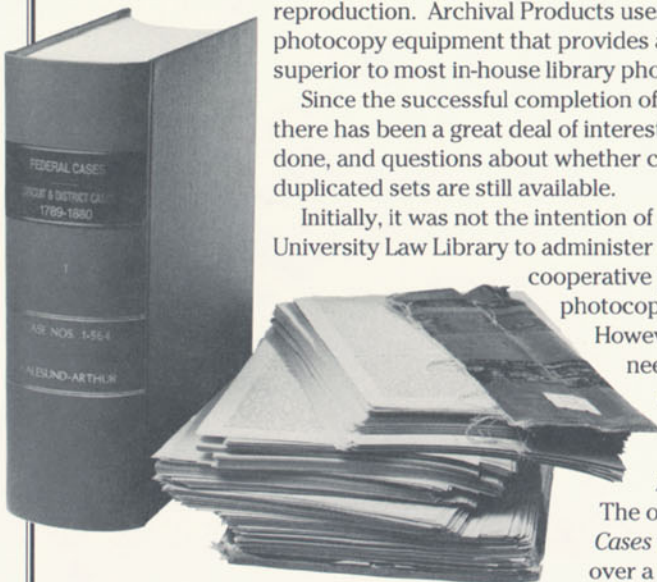
1890s. It was a reprint itself. It combined the lower federal court decisions that had appeared in 223 different reporters at various times up to the establishment of the *Federal Reporter* in 1880. The practicing law community had accepted *Federal Cases* citations as a substitute for the original

reports. *Federal Cases* is an essential part of the federal core collection of any law library.

Georgetown University Law Library owned two sets, but a detailed inventory showed that both were in poor condition. Some volumes were worse than others, but many of the bindings were becoming detached. The paper in most volumes was brittle or weak, so they could not be easily rebound or repaired. The set was available in microfiche through Law Library Microfiche Consortium, but Georgetown Law saw a need to have a hard copy edition reference set to meet the daily research needs of students and faculty.

Georgetown Law contacted several other major academic law libraries that acknowledged their *Federal Cases* volumes were also deteriorated. We began discussing how we might persuade West Publishing Company, the original publisher, or some other reprinter to reprint the set. We also considered whether our respective libraries would be interested in having the set reproduced on acid-free paper by commercial high-speed photocopy methods.

In answer to further inquiries, West stated that *Federal Cases* volumes were no longer available and they did not intend to print more. They had no objection to our finding another reprinter. We asked the major law reprinters if they could reprint, but found they lacked interest. We were told it is not economical to reprint with a limited market of potential customers (one reprinter suggested that one hundred customers was the minimum order needed). In addition, some reprinters were not using alkaline paper. One quoted a very high
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Columbia Libraries Annex Disaster

— by Janet Gertz

On January 20, 1989, twelve ranges of shelving holding 20,000 volumes collapsed at the Columbia University Libraries Annex. The ranges went down like dominoes, falling from the back wall toward a row of windows. Luckily, no one was hurt, but more than three years later Columbia is still recovering.

Most of the volumes are brittle, and replacing them has been complicated. Embrittlement is a pre-existing condition often accompanied by loose or broken pages. The insurance would pay only for damage actually caused by the fall. After

The ranges went down like dominoes, falling from the back wall toward a row of windows.

negotiation, it was determined that insurance could pay for volumes with damage to the covers and/or text block attachment but not for volumes which only have broken pages.

About 17,000 of the volumes were foreign government serials. Cover and text block damage was scattered randomly through each title. Further, Columbia, like most libraries, rarely owns every volume of a serial. After negotiation we agreed that if Columbia owned most of the volumes in a title, and if more than one-third were damaged, then the insurance would pay for replacement of the whole title. Otherwise, it would pay only for volume-by-volume replacement. As it turns out, most titles have not been available for purchase, so that almost all must be reformatted instead.

Given these parameters, preservation photocopy was selected as the preferred replacement method because photocopies can be shelved with the rest of

the title. Microfilming scattered volumes within a title would have inconvenienced readers, who would have had to move constantly between the

Annex shelves and the microfilm reading room.

The copying has not been easy; one copier service called it a worst-possible test case. Many volumes are oversize: more than fourteen inches high and often more than nine hundred pages long. There are hundreds of foldouts up to several feet across, often with coding that requires color copying. And the condition of the volumes is no help. Much of the paper is so brittle that it shattered in the fall. Pages literally fall to pieces when handled, and bolts and pieces of metal from shelves have been found embedded in some books.

All in all the recovery effort has moved very slowly, much to the dismay of the many scholars who use the damaged materials. But the end is now in sight, and the photocopies have been welcomed by readers as an improvement over the original volumes: clean, sturdy, safe to handle, and sometimes more legible than the originals.

Janet Gertz is Assistant Director for Preservation at Columbia University Libraries.



ARCHIVAL PRODUCTS PRODUCT LIST

- Academy Folders
- Archival Folders
- Brittle Book Replacement Service
- Compact Disk Holder
- Custom Four Flap Enclosures
- Dark Tan Archival Board
- Davey Acid-Free Binders Board
- Acid-Free File Folders

- Four Flap Enclosures
- Grey/White Archival Board
- High Density Acrylic Coated Pamphlet Board
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Please call our Archival Products Representative for our 1992 catalog.

1-800-526-5640

We are interested in your conservation and preservation projects. Archival Products encourages readers to share their thoughts and ideas on any subject affecting the Library Community.

Address articles to:

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Products
Attn: Kerrie Elliott
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price. We began discussing the project with Archival Products in April 1987.

Several libraries had used Archival Products' Brittle Book Replacement Service, and had been pleased with the quality of their product for individual monographs. We had seen examples of their ability to eliminate yellowing, cracking, foxing, and crumbled edges seen in original pages that, in some cases, nearly obscured the original text. We liked their policy of providing a wide binding margin of at least one and a half inches. They demonstrated that a preservation photocopy could be much clearer and easier to use than an original.

In June 1987, a letter was sent to over one hundred fifty academic law library directors from the Georgetown Law Library Director — not to market the product, but to invite others' participation. By early September twenty-one law library directors had tentatively agreed to participate in the project and twelve additional librarians indicated possible interest. Only six had said no, and over one hundred had not yet responded at that time.

A follow-up letter was sent out encouraging the remaining libraries; and at this time a first-time letter was sent to about ten major bar association, federal and county court law libraries. By the time production was started in the late fall, more than forty-one libraries from all over the United States had requested the set. Archival Products made the decision to produce several additional sets for any libraries that might join the project after it was underway.

We wanted the preservation photocopy to look as much like the original as possible, in size and in binding style. We sent Archival Products an original volume, with its black and red labels and gold letters, so they could ask their bindery to match it exactly. They manufactured a "mock-up" with blank pages so we could check the appearance of the large-sized volume, and verify that the paper weight chosen would produce a volume of acceptable thickness.

The work began after Georgetown Law originals were shipped to Archival Products in mid-September 1987. The best copy of each volume was sent. Nevertheless, it was evident Archival Products would need more copies. As expected, the inspection done prior to reproduction caught numerous problem pages.

About ten different times during the reproduction process, Archival Products contacted us because they had encountered pages that were not reproducible. For example, missing, soiled, and torn pages, or pages defaced by library stamps could not be used. Several different

library stamps showing earlier ownership appeared on the various copies. Archival Products masked these whenever possible, but sometimes the stamps overlapped the text.

We then searched for and found other libraries that could supply the volumes or pages needed. In addition to Georgetown Law's collection, Harvard University Law Library, New York University Law Library, and American University Law Library all contributed pages or volumes to compile a complete, reproducible original set.

From the complete set, a "make ready" printing master was produced. All copies were made from the printing master. We understood that having a printing master greatly simplified the procedure at the photocopy machine through masking and

**Archival Products
uses high-speed
photocopy
equipment that
provides an image
superior to most
in-house library
photocopiers.**

filtering, but we were concerned that the quality of the second generation copy would be noticeably inferior to the original. When Archival Products sent us a crisp, clear sample page, our fears were allayed.

Because of its size, the project threatened to become a logistical nightmare. It did present a definite challenge. Archival Products had successfully completed a similar large-scale project involving Florida Territorial Law in which about 400,000-page copies were made. The Federal Cases project, however, was even more massive. When completed, 1.8 million pages of *Federal Cases* had been photocopied.

The last reproduction set of *Federal Cases* was sold in 1990. Since that time an additional request has been received. As it is Archival Products' policy to retain printing masters for all sets, they will be able to reproduce more sets. Considering the size of the job, it may be economical to wait until several requests are received and run them at the same time. In the meantime, Archival Products continues to improve their equipment, supplies, and processes. Any librarian interested in obtaining a copy of *Federal Cases* may wish to contact LBS/Archival Products directly at 1-800-526-5640.

This article first appeared in the April 1991 issue of the Abbey Newsletter. It has been condensed and reprinted for the purposes of Archival Products News by the author's permission. Linda Nainis was Assistant Law Librarian for Collection Management at Georgetown University during the Federal Cases photocopy project. She is currently Director for ProText, a consulting and disaster planning products firm for libraries.

Archival Products Benefits from Remodeling Plans

— by Kerrie Elliott

Last February the Archival Products and Brittle Book Replacement offices and production areas were moved to a new and better section within the present location at 3801 Delaware Avenue. Unused space adjacent to the old area was remodeled, and plans were implemented to make efficient use of the property. Focusing on conservation concerns, the move was intended to increase the quality of the products and services. The end result is an area that looks and functions more as a conservation workshop than a material production line.

The new area offered an additional 1200 square feet, and planners were able to make several improvements. The machinery layout in the pamphlet area was arranged according to the production process, and many safety features were added. Improved lighting was installed, as well as an air conditioning system that keeps air moisture to a minimum - an important consideration for archival quality products. Because pamphlets and all Archival Products are hand-constructed, improved lighting and a cleaner area give assemblers an opportunity to improve product quality.

Loretta Barnes, Bao Her Vang, Suoane Phomvisay, and Julie Button in pamphlet assembly are pleased with the move. "There is a world of difference from before," stated Barnes. "Now there is a place for everything. The materials do not become damaged or dirty this way, and we know where everything is and that makes the job go better. All of these things make for a better quality pamphlet binder."

The Brittle Book area was also arranged according to the concepts of improved product quality and higher conservation standards. A streamlined design was created to improve work flow and allow

operators to keep track of the many details involved in producing facsimile volumes. Two collating tables were added, and extra space for tipping and foldout assembly was provided. The acid-free paper was moved and shelved by size and grain length in an environmentally stable area, and copiers were placed on level linoleum floors and away from walls.

"Our new space is easier to work in and more convenient," commented Doris Antonius, a photocopy operator who specializes in oversized books.

"The bigger tables are good for oversized books and large maps, and the placement of our machines works well.

Also, if a customer comes by the office, they see a clean, put-together area rather than the machinery in the Buckram area." Chris Freeman, Lang Luong, and Beth Appleget also work in the Brittle Book Replacement section.

LBS/Archival Products executives have tried to remain aware of the news and changing information regarding library conservation. These latest remodeling efforts were proposed to keep LBS/Archival Products an "archivally sound" workplace, and in conditions that benefit the product, customers, and employees.



Back row, left to right: Loretta Barnes, Doris Antonius, Angela Davidson, Bao Her Vang, Kerrie Elliott. Front row: Chris Freeman, Suoane Phomvisay, Beth Appleget. Not pictured: Julie Button, Lang Luong.



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