

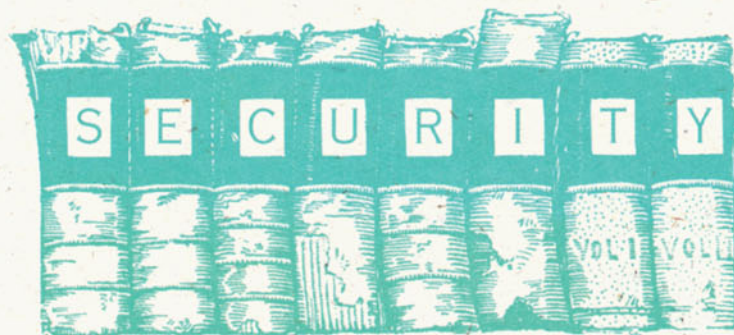
News

Security Issues for Special Collections

—by Gregor Trinkaus-Randall

Security needs to be considered an integral part of any institution's operations. As such, its implementation becomes second nature to the staff and any deviations from the norm are noticed quickly. Unfortunately, security is frequently thought of as an add-on to day-to-day operations resulting in a spotty and incomplete program.

It is crucial to realize that since some materials have been designated as being "special," they need to be afforded "special" considerations, including a stable, non-damaging storage environment, possible restrictions on their use, and specific rules and regulations for their access and handling. The temperature in the storage area and reading room should be as constant as possible and preferably between 65° and 68° F. The relative humidity should be kept between 40% and 45%.



Both levels should be maintained 24 hours a day, 365 days a year because fluctuations in one or both results in internal stress on the structure of the materials, greatly decreasing a book's life span and potentially making it unavailable for use because of its poor condition. There should be no windows nor ways

for direct sunlight to penetrate the room. If a window does exist, then shades or curtains should block out the sunlight to minimize the damaging impact its intensity and ultraviolet (UV) rays have on library and archival materials. Fluorescent lights need to be covered with UV-filtering sleeves as well. Installing incandescent lamps on the tables, while reducing the intensity of the fluorescent ceiling lights, can also reduce light damage to materials. Metal, not wood, shelves (powder-coated are preferred, but baked-enamel that have been off-gassed should be acceptable) should be used to house these materials along with acid-free boxes and folders.

Other areas that require specific treatment for the security of collections are both fire detection/suppression and water detection. For fire detection, various types of systems such as heat, smoke, ionization, air-sampling detectors and suppression systems such as sprinkler systems, and the recent water misting system should be thoroughly examined and installed if nothing is currently in place. Nearly all chemical substitutes developed to replace Halon have some environmental issue or other problems regarding their use with library/archival materials. Sprinklers or a water misting system, therefore, are the recommended methods for fire suppression.

Special materials should be cataloged or processed before researchers are allowed to consult them. This way there is a paper, or an electronic, ownership trail from accession to cataloging records. These records should include any particular identifying information on the books, documents, and photographs for identification purposes. Such records can be changed by unauthorized persons interested in removing items, making it difficult for an institution to trace or prove

Security Issues — cont. from page 1

its ownership. It is important, therefore, to make copies of all records regularly and store them in a different location, preferably off-site from the originals, so that any potential tampering is apparent. Furthermore, no one except the staff should be allowed to enter a "closed stack" area to access, use, or retrieve these materials.

All patrons should provide the repository with a photo identification card that would be returned at the end of the visit. They must read and sign a set of rules and regulations devised by the library to regulate the ways in which these special materials are consulted. By requiring such a document be signed the institution indicates that it considers these materials to be special and expects them to be treated as such. Furthermore, it is crucial to emphasize that these regulations apply to ALL patrons using these materials — no exceptions — as they are a means of making sure that the collections will be there in the future for patrons to use. Such rules and regulations should, among other things, delineate what can and cannot be brought into the research room; permit the use of pencils only, not pens, when conducting research; disallow tracing or leaning on the materials; ban eating, drinking, and smoking; specify the release of copyright information and making of photocopies at the discretion of the staff; limit the amount of materials consulted at one time. In addition, the institution should provide a secure location (e.g., lockers) away from the research

area for patrons to store their belongings, including outerwear, briefcases, book bags, and purses while they conduct their research.

Continual surveillance of the reading room by a staff person or a volunteer is important for the safety of the materials. Specific hours should be established when supervision can be provided. Or, it may be that the library does not feel that the collections are special enough to warrant such treatment or that it does not have the wherewithal to provide it. If that is the case, then the whole premise of having special collections should be re-examined, and thought might need to be given to find another appropriate home for the materials where their security and preservation could be assured.

These comments delineate only the bare minimum to implement a program. Yet, even this may seem daunting to a small institution. It is important to realize that any steps taken to protect an institution's holdings should be considered vital in a phased approach to developing a program. Not taking the steps may well put the collections at risk.

Gregor Trinkaus-Randall is the Collection Management/Preservation Specialist at the Massachusetts Board of Library Commissioners and is the author of the recently published Protecting Your Collections: A Manual of Archival Security, The Society of American Archivists, Chicago, 1995.

It is crucial to realize that since some materials have been designated as being "special," they need to be afforded "special" considerations.

Articles are needed for the summer and fall issues of Archival Products News.

Please submit your conservation and preservation articles with us to share with the library community.

Deadlines:

Summer Issue: May 31, 1996
Fall Issue: August 31, 1996
Winter Issue: November 30, 1996
Spring Issue: February 28, 1997

Janice Comer
Archival Products, a Division of
Library Binding Service
PO Box 1413, Des Moines, IA 50305
Phone: 800-526-5640, Fax: 800-262-4091
e-mail: archival@ix.netcom.com

Please note:

Archival Products has a new Internet address. You can now reach us at:

archival@ix.netcom.com



**Look for our home page
coming May 30 at:**

<http://www.archival.com>



Helpful tips for preserving your precious documents and memorabilia

Tips on Protective Enclosures for Pamphlets — *by Nancy Kraft, for the Iowa Cooperative Preservation Consortium*

*P*aper items—posters, diaries, railroad time tables, cookbooks, household manuals, letters, and other memorabilia—provide valuable links in our heritage, documenting life in a variety of ways. The life of these items can be extended through appropriate handling and storage.

Tip #1

Provide a clean, cool, dark environment with stable temperature and relative humidity.

Tip #2

Lessen the effects of temperature and humidity fluctuations, keep items clean, and minimize handling and abrasion by using protective archival enclosures and boxes.

Tip #3

Before storing items, remove extraneous materials, such as paper clips, rubber bands, wrapping material, and old folders. Important memorabilia such as pressed flowers can be set aside for separate enclosure.

Tip #4

Unfold and flatten papers whenever possible. Do NOT force paper flat by pushing with your hand or using weights. Let it relax (absorb the humidity from the air) over several days, slowly unfolding and flattening. Only toward the end of the flattening process should weights be used. The weights applied should be appropriate to the fragility of the item. If the piece is extremely fragile or, if you are in doubt, consult a conservator.

Tip #5

Gently clean items with a soft brush, testing the corner or margin first to make sure it can withstand cleaning. Only brush off what is easily removed. Do not try to remove stains; instead, consult a conservator.

Tip #6

Archival protective enclosures come in all sizes and shapes of folders, envelopes, pamphlet binders, and boxes. Consult an archival supply catalog for appropriate materials. You can obtain a list of archival supply companies from your local library.

Tip #7

Select archival enclosures that provide extra protection while items are stored or moved, as well as allow easy retrieval. Containers should be slightly larger than the items stored to protect the material's edges from damage, yet, snug enough to prevent shifting.

Tip #8

Provide extra protection for fragile items by putting them into archival folders or paper sleeves before storing them in an archival enclosure. The item is retrieved by pulling on the sleeve instead of the item protecting it from abrasion against the enclosure.

Tip #9

Minimize unnecessary handling of items by adequately labeling container. Label folders and envelopes with no. 2 pencil or by typing. Never use ball-point or felt-tip pens that might stain or bleed. Label pamphlet containers and boxes with adequate information about their contents by writing directly on the container or box or by using labels.

Tip #10

Create instant identification for pamphlets by adhering a color photo copy of the original cover to the front of the pamphlet enclosure using a thin layer of water-soluble glue-stick. (The archival cover protects your item from the glue.)

Send your preservation questions to the Iowa Cooperative Preservation Consortium, c/o State Historical Society of Iowa, 402 Iowa Avenue, Iowa City, Iowa 52240 or Fax 319-335-3935.

Helpful tips for preserving your precious documents and memorabilia

Tips on Preserving Scrapbooks

— by *Ivan Hanthorn, for the Iowa Cooperative Preservation Consortium*

Scrapbooks are a much beloved and often used means of saving photographs, newspaper clippings, pamphlets, documents, and the other assorted items which document the interests and activities of individuals, families, and organizations. While each is a unique item, scrapbooks share many common characteristics which cause problems.

Materials and techniques commonly used in scrapbooks present real preservation challenges. Album and scrapbook pages are almost always made of low-quality paper that will embrittle over time and contribute to discoloration of the items placed in the scrapbook. The binding structure is often unable to adjust to the bulge caused by overloading the scrapbook, with detached covers a common result. Vinyl plastic commonly used in modern scrapbooks and albums is damaging over time to photographs. Items are often attached to scrapbook pages with harmful tapes and adhesives. Staples and pins, also used for attachment purposes, often rust and contribute to tears of poor quality scrapbook pages. So what should you do with scrapbooks that you treasure and want to maintain in good condition over time?

Tip #1

An archival quality storage box provides a high quality storage enclosure for scrapbooks. These can be obtained from archival supply sources. Scrapbooks should be stored spine down or flat in the box, depending on box design and scrapbook size.

Tip #2

Shelving small and medium-sized scrapbooks on open book shelves between books of similar size will help to prevent warp and distortion of the scrapbooks.

Tip #3

Scrapbooks with loose or detached covers can be tied up (package style), preferably with flat cotton tape, to reduce damage. Place the bow knot at the foreedge of the scrapbook to prevent pressure indentations on the covers.

Tip #4

Wrapping loosely bound or damaged scrapbooks with acid-free paper provides better protection than just tying, and is helpful even if the item will be boxed.

Tip #5

Flat storage of scrapbooks is best if they contain pamphlets and similar multiple-page items attached to scrapbook pages or heavy artifacts (e.g., buttons, medals, etc.) loosely attached to the pages.

Tip #6

Handle scrapbooks carefully, they are complex physical structures. Bindings and brittle pages can break and scrapbook contents can easily become detached or torn. If you are making a photocopy, be very cautious about applying pressure that could break the binding of the scrapbook.

Tip #7

Generally it is wiser to leave the scrapbook as you inherited it rather than to try to improve on its construction methods. Attend to storage and handling; contact a conservator if you want to address repair problems.

Send your preservation questions to Iowa Cooperative Preservation Consortium, State Historical Society of Iowa, 402 Iowa Avenue, Iowa City, IA 52240, Fax: 319-335-3935.

An archival quality storage box provides a high quality storage enclosure for scrapbooks.

Preservation Workshop Tools

Archival Products provides back issues of the *Archival Products NEWS*, the Archival Products Catalog of Quality Preservation Products and Services and samples of our preservation enclosures for preservation workshops. Let us know your next workshop date, location, and number of attendees and we will arrange a timely delivery of the items suited for your workshop.

*Millie Knee, Customer Service Representative
Janice Comer, Division Coordinator
Toll-free 1-800-526-5640,
FAX 800-262-4091
email: archival@ix.netcom.com*

Partnership in Preservation

—by Sheila Miller

The last few years have shown a decrease in private donations and volunteerism in non-profit agencies across the United States. These forces have created a difficult fund-raising environment for all non-profit institutions. This is especially true in rural Highlands County, Florida. Highlands County is experiencing a boom in residential growth from retirees while struggling to move from an agricultural to a service economy.

Caught in the middle of this problem is a small historical organization with high aspirations. The Sebring Historical Society was founded in 1968 to collect, preserve, and exhibit the documentary heritage of Highlands County. For twenty-two years the Society had existed on membership dues, private donations, and the generosity of local businesses. However, as times have changed, the Society has seen a decline in membership and private gift-giving. In 1990 the Sebring Historical Society, then housed in a non air-conditioned basement, reached a momentous decision with the Highlands County Public Library System. These two organizations committed to working together to preserve the fragile history of Highlands County. This public-private partnership has allowed the Sebring Historical Society to dramatically improve its conservation and preservation practices, acquisition and registration methods, as well as offer the public a consistent and appropriate environment for research and education purposes. The Society has received, with Library help, its "first ever" collections inventory; devised and implemented cataloging and search aids; created displays; as well as attained hundreds of hours of preservation assistance from the county archivist.

In 1990, the Society owned a sizable collection of materials but was located in a facility prone to sewer leaks, flooding, pest problems, and without ADA (Americans with Disabilities Act) accessibility. Although the Sebring Historical Society had enough money to construct their own building, they realized that the spiraling costs of up-keep, environmental controls, and insurance would eventually overwhelm their organization.

With this in mind, the Board of Directors approached the Highlands County Board of Commissioners with a startling proposition. The Society would donate its \$80,000 nest egg to the fledgling county library system in exchange for a climate-controlled permanent home!

Since 1992, the Sebring Historical Society and the Highlands County Public Library System have

coexisted in the Sebring Public Library. The \$80,000 donation was used to expand the old library facility as well as to construct a separate archival repository in its lower level. The Society's new home includes climate-controls, ADA-accessibility, free maintenance, utilities, and the services of a professionally trained archivist. County funds have been provided to complete grant applications, equipment purchases, and a disaster recovery plan for the Society as well as to purchase archival products and exhibit materials. The county library system, which employs the archivist, is preparing an archival section within their On-Line Public Access Catalog (OPAC). This will provide the 70,000 residents of Highlands County with automated access to all archival documents owned by the Sebring Historical Society.

The Highlands County Library System is pleased to provide professional advice to the Society, which is governed by a volunteer board. Our librarians possess a wide range of technical, administrative, budgetary, and volunteer-recruitment experience. All of this knowledge is available to the Sebring Historical Society as they improve their collections, exhibits, and policies.

As you might imagine, it's rare that a rural library system has access to a local history collection numbering over 7000 photographic images, 200 maps/blueprints, and 72 manuscript collections. The Highlands County Library System and the Sebring Historical Society are proud to be partners in preserving the past.

Sheila Miller, Management Analyst II, Bureau of Archives and Records Management, FL Dept. of State, Mail Station 9A, The Capitol, Tallahassee, FL 32399-0250. Phone: 904-488-1486, FAX: 904-488-1388.



Mellon Foundation Continues Support for Latin American Project — *by Jutta Reed-Scott*

THE ANDREW W. MELLON FOUNDATION HAS MADE A generous grant of \$125,000 to the Association of Research Libraries [ARL] for the second phase of the Latin Americanist Research Resources Pilot Project. Begun in 1994 with Mellon support, the project's overall goals are to broaden the array of Latin Americanist resources available to students and scholars, to restructure access to these collections on a comprehensive scale, and to assist libraries in containing costs. Originally envisioned as a pilot endeavor of twenty libraries, the project expanded rapidly during its first phase to include thirty-two ARL institutions. These libraries have jointly designed an organizational structure and implemented a system of coordinated collection management that utilizes advanced communication technologies to deliver Latin Americanist research materials, especially those that may be difficult to acquire. The most significant project accomplishment to date is an easily accessible Internet database that offers students and scholars the tables of contents of 300 academic journals from Argentina and Mexico that are not widely indexed. In addition, participating libraries have assumed collecting responsibilities for publications of non-governmental organizations from the two countries.

Phase two of the project is to be completed by the end of the year. An evaluation of the costs and benefits of the first phase will be completed, the cooperative collecting assignments will be refined and expanded, and efforts will be made to build partnerships with Latin American institutions. Mark Grover, Brigham Young University, will continue as Project Coordinator on a half-time basis. The most important part of the second phase will be to take a step toward full implementation of the distributed model that is the overall goal of ARL's global initiatives by analyzing the effect that such a model

will have on the internal structure of libraries. Five "case study" libraries will address management, staffing, and economic issues, and will determine the intra-institutional and inter-institutional changes needed to realize the full benefits of sharing Latin Americanist research resources, in particular the potential cost savings. The ARL institutions that will pursue this analysis within a collaborative framework are the University of California at Berkeley, the University of Florida, Stanford University, the University of Texas, and Yale University. This state of the project will also focus on the development of models for subsequent cooperative endeavors within the emerging networked environment.

The Association of Research Libraries is a not-for-profit membership organization comprising of 119 libraries of North American research institutions. Its mission is to shape and influence forces affecting the future of research libraries in the process of scholarly communication. ARL operates as a forum for the exchange of ideas and an agent for collective action. ARL programs and services promote equitable access to, and effective use of recorded knowledge in support of teaching, research, scholarship, and community service. The Association articulates the concerns of research libraries and their institutions, forges coalitions for cooperative action, influences information policy development, and supports innovation and improvement in research library operations.

For further information please contact:

*Jutta Reed-Scott, ARL Senior Program Office
for Preservation and Collection Services, e-mail
jutta@cni.org*

Printed on
Acid-free
archival Genesis
Cross Pointe
Birch, 80 lb.
Text, Vellum
Finish, made
from 100%
post-consumer
waste.



A Division of Library Binding Service

LBS/Archival Products
P.O. Box 1413
Des Moines, Iowa 50305
1-800-526-5640
515-262-3191
FAX 800-262-4091
E-MAIL: archival@
ix.netcom.com

Products List:

Music Binder
Pamphlet Binder
Manuscript Folder
Four-Flap Enclosure
Custom Four-Flap
Enclosure
Hinged Board Cover
Academy Folder
Archival Folder

Archival Album
Archival Board
Archival File Folder
Drop-Spine Box

*If you do not
have an
Archival
Products catalog
of Quality
Preservation
Products &
Services please
call, fax, or
e-mail your
request to us.*



Archival Products now accepts VISA and MasterCard orders.

Archival Products Focus

Manuscript Folder

In consideration of some documents that require more protection against destructive elements, Archival Products developed the **Manuscript Folder** with envelope storage to keep irreplaceable references intact longer. Personal papers such as academic documents, professional licenses, birth certificates, and other important papers can be housed and organized safely in the envelopes of the manuscript folder.

The **manuscript folder** is hand-crafted as are all Archival Products preservation enclosures. It is constructed from .060 dark tan archival board with the spine formed of blue C grade book cloth for strength. The inside envelopes are acid-free with a 3% calcium carbonate buffer. The envelope seams contain no acidic adhesives, and the flap style envelope is not gummed. Tyvek™ brand envelopes are available in five of our standard sizes. The inside envelope is attached to the back cover to prevent fracture points.

Manuscript folders specifying a hinged envelope can be created for special projects requiring that type of construction. A protective sleeve made of .010 dark tan archival board is available in all sizes to protect the document as it slides in and out of the envelope.



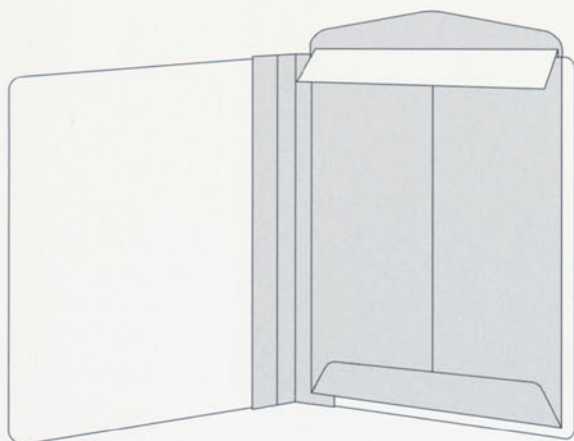
Envelope options for the manuscript folder include:

- A. Button & string envelope;
- B. Standard envelope with ungummed flap;
- C. Diagonal cut envelope;
- D. Envelope without flap; and
- E. Side-opening envelope.

Other options when ordering include the protective sleeve and a hinged envelope.

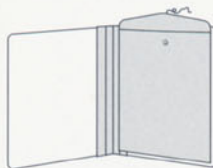
We would be delighted to discuss your preservation needs with you. If you have a special project that needs a special enclosure we will research, develop and help you consider the methods to appropriately contain your materials. Contact us for more information and to request a sample.

Millie Knee, Customer Service Representative
Janice Comer, Division Coordinator
Toll-free 1-800-526-5640, FAX 800-262-4091
email: archival@ix.netcom.com

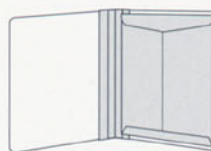


Standard Envelope

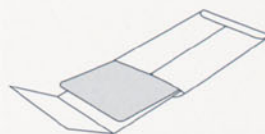
A. Button & String Envelope



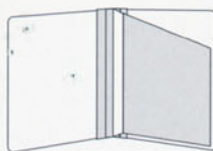
B. Standard Envelope



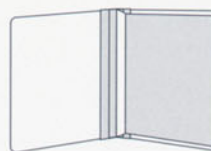
Protective sleeve



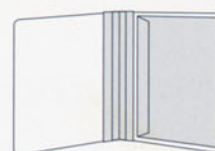
C. Diagonal Cut Envelope



D. Envelope without flap

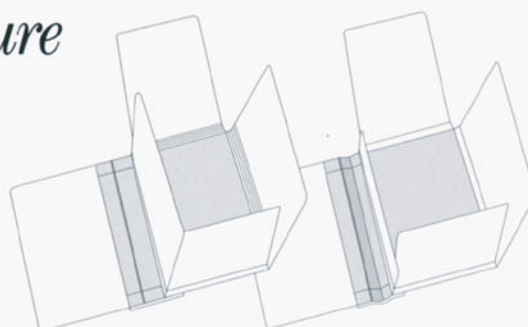


E. Side-opening Envelope



Archival Products Focus

Custom and Four Flap Enclosure



Custom Four-Flap Enclosure

Four Flap Enclosure

Archival Products **Four-Flap Enclosure** and **Custom Four-Flap Enclosure** were designed to protect materials that should not be bound or slid into an enclosure. Both binders are hand-crafted using our .060 dark tan archival board with green C-cloth spine. The difference is the interior. The four-flap, designed for thinner materials, uses .010 dark tan archival board and the custom four-flap, which has multiple scores to store up to 1" of materials, uses .020 dark tan archival board. Velcro buttons secure the interior enclosure of the custom four-flap enclosure.

Technical Specifications:

- Outer folder is constructed from .060 dark tan archival board.
- Inner enclosure is constructed from .010 or .020 dark tan archival board.
- Dark tan archival board contains a 3% calcium carbonate reserve, has a pH of 8.5, is acid-free and lignin-free.
- Single flap enclosure piece is die cut and scored except for special sizes.
- All adhesives are acid neutral polyvinyl acetate.
- Spine is made with green C-grade book cloth.
- Corners are rounded to 1/8 inch radius.
- Spine measures 1/2 inch with folder closed on the four-flap and 5/8 inch on the custom four-flap.

We would be delighted to discuss your preservation needs with you. If you have a special project that needs a special enclosure we will research, develop and help you consider the methods to appropriately contain your materials. Contact us for more information and to request a sample.

Millie Knee, Customer Service Representative
Janice Comer, Division Coordinator
Toll-free 1-800-526-5640, FAX 800-262-4091
email: archival@ix.netcom.com

