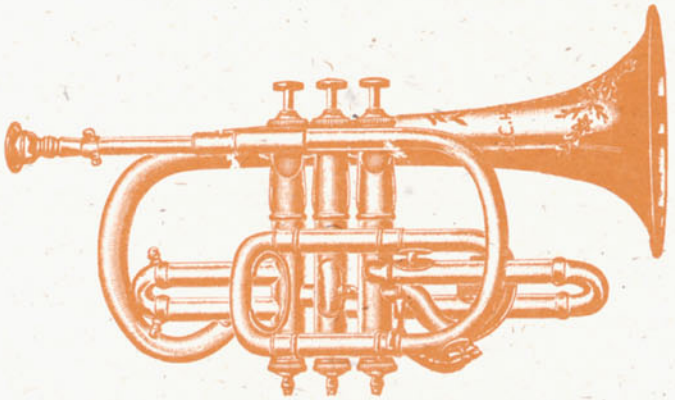
Summer 1996 Vol. 4, No. 3

News

ARCHIVAL PRODUCTS
A Division of Library Binding Service

Music Preservation
Developing an Ongoing Program
— by Gwen Gregory

New Mexico State University, a land-grant institution with 15,000 students, is located in the southern part of the state. The University Library has a collection of several thousand music scores heavily used by students and faculty in the music programs on campus. We do not have a separate music library; music items are processed and housed with the rest of the collection. We do have some unique materials, including scores from Poland and Japan as well as those of local composer and faculty member Warner Hutchison. We also actively acquire scores, both through purchase of new items and as gifts. As the largest music collection in this part of the state, we felt it was necessary to take some steps to better preserve this valuable resource.



Music scores have some characteristics which distinguish them from other library materials. First, they often have several separate instrumental parts. These are all cataloged and shelved together but must be physically separate pieces so that players can use them with their individual instruments. Any preservation treatment must leave these pieces separate. Second, they are often quite thin and flimsy, with lightweight paper covers. This makes them very vulnerable to damage when shelved upright. Third, they must open freely and stay open so that they can easily be used by a musician in a performance situation.

Of course, we have a limited amount of time and money available for preservation treatments. Music Librarian Gary Mayhood and I consulted several times on our current treatment of scores and options for the future. At that time, the only treatment we used for scores was construction of portfolios by a commercial bindery, which were quite expensive and not used unless absolutely necessary. We needed an easier, cheaper, and simpler solution. Our goal was to develop a cost effective plan which provided protection for these valuable and delicate materials.

In 1994, I began to search for a treatment which could be used for our scores and also for other pamphlet materials. I chose to focus on single signature materials. The most fragile scores are of this type, where a single signature is simply stapled into a paper cover. I posted questions on several library listservs and searched library-related gophers and World Wide Web sites to see what solutions other libraries used. I received replies from several librarians, who described their procedures and the materials they used. Some were even kind enough to send me copies of written procedures for preservation treatment of scores and other materials. I sought out written

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articles and books on the topic, as well as contacting preservation professionals for their advice and searched through library supply catalogs to see what supplies were commercially available. I determined that we needed a treatment which was acid-free, reversible, relatively inexpensive, and easy enough to perform so that we could have student employees do it.

Many library suppliers sell binders into which pamphlets can be glued. However, this did not seem the best solution. The part of the pamphlet which is glued frequently tears or comes loose from the rest of the pamphlet. The glued portion also can become hard and slice through pages of the pamphlet if they are brittle. These covers are difficult to remove and replace if they are worn or damaged, as I could clearly see from materials in our collection which had been bound in the past.

After attending a book repair workshop where I learned to sew single-signature magazines as a method of preservation, I decided that a binder which used this method was best for us. I collected samples of binders from several library suppliers and tested them with our materials. We decided the Archival Products Spine Wrap Music Binder and Spine Wrap Pamphlet Binder would best meet our needs for several reasons. These binders are constructed with acid-free boards, C-1 grade book cloth, and acid-neutral adhesive. They are available in a variety of sizes with one or two pockets to accommodate parts. A preglued strip secures and protects the sewing. They are easy to use with a minimum of additional supplies. Treatment with these binders is also easily reversible; scores can be removed if necessary.

We have been using these binders since April 1995. Student employees bind scores using the following procedures. Scores and other materials for binding are gathered on an assigned shelf in our book repair area. Several students, who also perform other repair tasks, check to see if there are materials waiting. Pamphlet binding is done in batches to use time more effectively. When a batch is ready to go, the binding supplies are gathered. These include large needles, awls, scissors, staple removers, and heavy linen thread. The student first matches each piece with the proper size binder. There are a wide variety of sizes available, from 5 1/2" x 8" to 13 1/2" x 18". For a particularly unusual size or shape item, the binder is cut to size on a heavy-duty paper cutter. Staples holding the item together are carefully removed, avoiding damage to the paper as much as possible. The pamphlet is then placed inside the binder. All pages must be aligned, and the pages should not extend beyond the bottom edge of the binder. Next, the awls are used to punch holes through the pages and the spine of the binder. A series of either three or five holes is used: three for smaller items, five for larger or thicker items. The awls are left in the holes to maintain proper alignment for thread insertion.

A #3 needle threaded with 18/3 linen thread is slipped through the holes in a figure eight pattern. Care must be taken not to snag the thread, or tightening it will be difficult. When the thread has been laced through all the holes, it is pulled tight and tied. The pressure sensitive adhesive spine cover is then attached over the sewing on the outside of the spine.

If the score has parts which must be used separately, it is sewn into a binder with pockets. The parts are inserted into the pockets after sewing is completed. If necessary, the parts are trimmed slightly with a paper cutter to fit easily into the pockets.

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

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

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

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Library Binding as a Preservation Option

— *by Gregor Trinkaus Randall*

Librarians have long been faced with the necessity of making decisions about what to do with volumes in need of repair that they would like to keep in their collections for informational value. For nearly a century this need has been addressed to a growing extent by commercial library binding, but with varying success from the preservation point of view.

From 1920-1980 library binders have relied heavily on oversewing to meet the needs of librarians to retain volumes on the shelf after the original bindings have worn out and to bind serials to keep them conjoined for future researchers. During the past two decades there has been a dramatic shift in the emphasis of both preservation librarians and library binders to work together to use methods that were not damaging to the volumes and that would permit rebinding in the future if the need arose. Consequently, among members of the Library Binding Institute, sewing-through-the-fold and double-fanned adhesive bindings have become the norm for most volumes sent to commercial library binders.

Many librarians, particularly those in public libraries, have moved away from rebinding volumes over the past decade or so for a variety of reasons, not the least of which is financial. It is important to realize that with the shift in emphasis among library binders to more preservation-compatible bindings, commercial library binding has become more of a viable option for librarians with binding and repair problems that cannot be handled in-house or do not need a conservator's attention. Furthermore, there has been a renewed emphasis by librarians to become involved in the decision-making process as to what types of bindings are most appropriate for their volumes. A healthy dialogue between librarians and library binders has evolved that has been beneficial to both sides and most importantly has had a significant impact on the quality and preservation compatibility of the bindings produced by commercial library binders.

Much can and has been written on the specifics of this topic, particularly by Jan Merrill-Oldham, Paul Parisi, and Gay Walker. Some basic precepts must be considered when examining the options in library binding when one has decided to move in that direction. In the first place, it is necessary to look closely at the volume(s) in question. If it was published prior to the early twentieth century, has artifactual value, or is brittle, then commercial library binding should not be considered as an option. For these volumes a conservator should be consulted and/or the volume should have a box constructed for it.

Once this decision has been made, the physical condition of the volume should be examined. What was the original method of leaf attachment? If it is a sewn volume, is the sewing intact? If it is an adhesive-bound volume, has the original adhesive cracked and are the pages coming out? What kind of margins exist? Are they greater than 5/8 inch or almost non-existent? Are there foldouts in the text block? Are there illustrations that extend to the edges of the pages? Is the text block intact while the cover is detached? Are there torn or missing pages? Should the covers be retained if at all possible (or at least the design)? These questions only scratch the surface of the issues needed to make a completely informed decision about library binding options, but they show the type of inquiry that librarians need to make when considering library binding.

For many years the leaf attachment of choice for library binders was oversewing which necessitates at least a 5/8 inch inner margin. This is an extremely

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strong binding that requires milling off the spine (signature folds and all) and sewing the resulting single sheets through the side with many independent threads. This process leaves a line of perforations along the pages near the spine that often serves as a tear line for pages especially as they become brittle. Furthermore, because of its strength and the fact that it is sewn through the side of the pages, this binding does not permit the volume to open flat—it usually wants to close on its own. These features are particularly onerous when one considers the damage done to such volumes in the process of photocopying. Currently, it is recommended, and even then hesitantly, only for reference books that will be subjected to very hard use and are thick, big, and printed on heavy often cross-grained coated paper. For all other books, other options must be considered.

If the volume was originally sewn-through-the-fold, this method of attachment must be retained. It is the best method possible, is reversible, permits the volume to be opened easily, and can be redone in the future if necessary. If the sewing is still intact and the cover is coming off, then the librarian should consider the option of new-case-only. Assuming that the library binder determines that the sewing structure is still strong enough to hold in the future, this allows the librarian to retain the original volume without having to go through the expense of having it completely rebound.

If the original method of leaf attachment was a hot-melt adhesive, then double-fanned adhesive binding is the option of choice. Hot-melt adhesive is used by publishers because it can be applied easily and dries almost immediately, but it usually becomes brittle quite quickly. From the economical point of view, this process makes sense for publishers, but it does nothing to endear them to librarians who have to deal with splitting spines of adhesive-bound books. The adhesive in this process is applied only to the edges of the leaves along the spine.

The only really viable binding option in these instances is double-fanned adhesive binding. In this process, a polyvinyl acetate (PVA) adhesive is applied to the spine of the volume while it is being fanned first in one direction and then in the other. PVA is a slower-drying, flexible, strong adhesive that can be applied to volumes with very little inner margin although it does not always work as well with coated paper. Since the PVA is applied as the pages are being fanned, it penetrates approximately 1/32 to 1/16 inch inside the volume, providing adhesive along a much greater surface area of each leaf than the process by which the hot-melt adhesive is applied to the edges of the pages. Binderies also often notch the spine a number of times to create an even greater surface area to which the PVA can adhere. Volumes bound in this manner also have the advantage of opening flat, like volumes sewn-through-the-fold.

Another option for librarians to consider is sending new paperback volumes, that are expected to receive substantial use and be retained in the library for a long time, to a library binder for a hard cover. Often librarians purchase hard cover volumes expecting they will better survive heavy patron use. Unfortunately, this is not always the case because the method of leaf attachment for these hard covers is often the same hot-melt adhesive used on most paperbacks. The spines split just like those of paper-backs. Library binders can now double-fan adhesive bind these volumes in a hard cover and either attach the original paper covers or a scan of it to the buckram making the volumes more attractive to the patron than plain buckram covers. Usually this can be accomplished for less money providing a much sturdier volume for circulation.

These options mentioned are the ones most commonly offered by library binders. The first, oversewing, is becoming less chosen because of its destructive nature to the volumes. The latter two, sewing-through-the-fold and double-fanned adhesive binding as well as the new-case-only and the paperback options, are the least destructive to the volume and are the bindings of choice from a preservation point of view.

It is incumbent upon all librarians to examine ALL the options available and to work closely with their binder to determine the best options. Librarians should become familiar with the *Guide to the Library Binding Institute Standard for Library Binding* by Jan Merrill-Oldham and Paul Parisi and the *Library Binding Institute's Standard for Library Binding Eighth Edition* as the best descriptions of the options available. Library binding can be a viable preservation option in keeping a library's collections in good condition and on the shelf for circulation, but only if it is done properly.

Library binding can be a viable preservation option in keeping a library's collections in good condition and on the shelf for circulation, but only if it is done properly.

Gregor Trinkaus-Randall is the Collection Management/Preservation Specialist at the Massachusetts Board of Library Commissioners and has presented numerous workshops on library binding as a preservation option.

State Historical Society of Iowa Library Collections Jeopardized

A situation that has put the State Historical Society of Iowa [SHSI] library collections in jeopardy was handled very well by SHSI staff. The Iowa City Fire Department and SHSI staff averted a disaster to irreplaceable historical collections at the Society's Iowa City offices.

A water line burst at the Iowa City offices of the SHSI May 23. The leak was located between the first and second floors of the four-level Centennial Building and water spread throughout all four levels of the facility. The water leak was discovered when the building opened at 8:00 am although Iowa City Fire Department officials believe the leak may have begun the evening before. The Fire Department, located less than one block from the Centennial Building, shut off the water immediately once the leak was discovered but dripping continued for several more hours throughout the building. The Fire Department pumped out standing water until noon. Staff and cleaning professionals then used wet vacuums through the mid-afternoon, then ripped out most of the carpet on the first and second floors to prevent moisture trapped under the carpet from further damaging the collections.

Professional guidelines showed the staff had 48 hours to mitigate the damage caused by the break as well as to restore humidity to acceptable levels or face

permanent damage due to molds and mildew. The Society staff had previously prepared a comprehensive disaster plan which they implemented. The experienced staff, some of whom provide disaster training themselves, worked with consultants in evaluation and recovery. Together they achieved their goal to save virtually all of the collection by working nearly around the clock.

As appropriate for saving historical book collections, all damaged books were put into freezers within 48 hours. An estimated 300 boxes of damaged books were packed up and loaded into a freezer truck to stop any progression of water damage. Marv Bergman, Acting Bureau Chief for the Society's Iowa City facility, estimates half of the damaged books were packaged by Friday morning. A truck from BMS Catastrophe, specializing in recovery of paper documents and books, arrived the same morning. The frozen books were loaded and transported to Ft. Worth, TX.

The most serious concern was for the safety of the irreplaceable historical library collections. The damage was to books with no direct damage to the manuscript area, which includes maps, diaries and photographs. The building's humidity was quickly brought down to acceptable levels to ensure no further damage to collections.

BMS representatives credited the quick and knowledgeable action of ISHS staff for averting the crisis. It appeared in the early stages that nearly all of the collection would be saved since the damaged books were found, prioritized, packaged and frozen in time.

Structural damage includes water-saturated ceilings, floors, carpet, and walls. A full assessment was made which included problems with the building's elevator and electronic devices including computers, photocopiers, a FAX machine and an answering machine. The Society must deal long term with both the collections and the physical structure, the extent of which is unknown at this time. There are no dollars currently budgeted for unexpected situations such as this. The Society is a division of the Iowa Department of Cultural Affairs whose business office is working to identify sources of revenue to save the collections and to make any repairs to the building.

The clean-up effort by staff and outside consultants continues. The building will be closed indefinitely until the collections are no longer at risk and a structural assessment indicates that the building is safe to re-open.

Marv Bergman is the Acting Bureau Chief for the State Historical Society of Iowa, The Historical Division of the Dept. of Cultural Affairs, 402 Iowa Avenue, Iowa City, Iowa 52240-1806, 319-335-3916.

Submitted by Pam Lundell, Iowa Historical Foundation, 600 E. Locust St. Des Moines, Iowa 50309 515-281-8152, Fax 515-242-6498.

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Binding each item usually takes 4-8 minutes, depending on the complexity of sewing necessary and whether parts must be trimmed and inserted into pockets. We have now bound several hundred pieces using this method, and the response of users has been very favorable. Including the cost of student labor, binders, and supplies, this method is considerably cheaper and faster than sending pieces to a commercial bindery. We are currently using these binders for all new single-signature scores and for new and older pamphlet materials. Once the students are trained, they require a minimum of supervision and generally keep up with the amount of materials coming in to be bound. Our future plans include applying for a grant for funding to bind all the older scores in our collection. We have completed a preliminary survey and determined that approximately 1200 single-signature scores already in the collection need binding. The cost to bind them all would be about $5000, including student labor and supplies. Hopefully, we will be able to complete this project in the next two years.

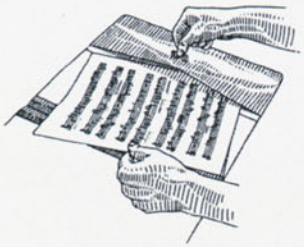
Our careful research and investigation produced an excellent solution to preservation needs of our score collection here at New Mexico State University.

There are many ingenious preservation products now available for library use. Even a smaller library should periodically analyze its preservation needs and determine how its collections can be best protected. The costs of replacing damaged materials, if they are even available, is much greater than protecting them. It definitely pays to reexamine and fine-tune your library's preservation and repair strategies occasionally.

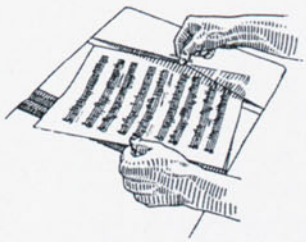
Gwen Gregory is Assistant Professor and Head of Post-Cataloging in the Technical Services Dept. of New Mexico University Library, Box 30006, Dept. 3475, Las Cruces, NM 88003-8006, e-mail ggregory@lib.nmsu.edu, phone 505-646-7488, Fax 505-646-7477, web site at http://lib.nmsu.edu.

Archival Products Focus

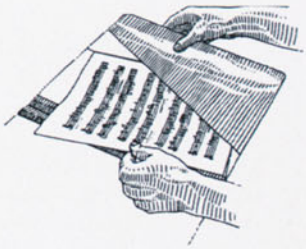
Music Binders



A. C-1 Cloth Vertical Pocket



B. Tyvek™ Vertical Pocket

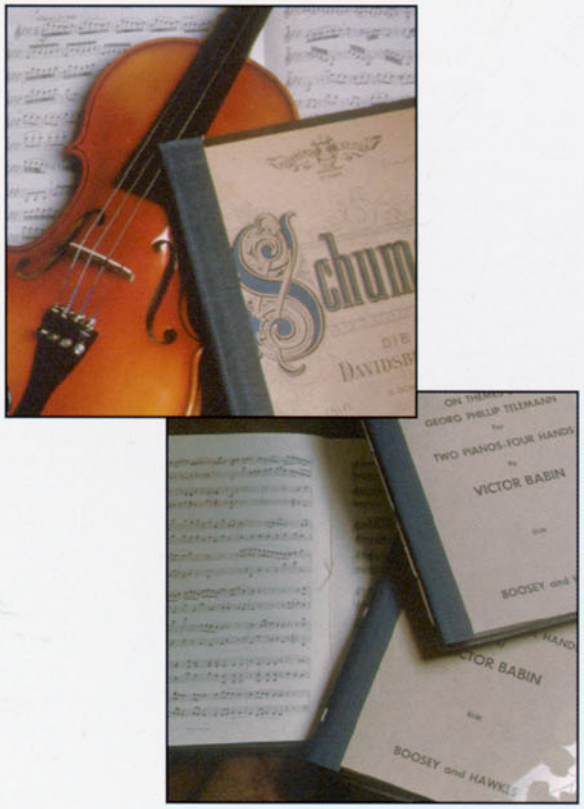


C. C-1 Cloth Diagonal Pocket

Archival Products Music Binders, designed for music to open and lay flat during performance, allows for quick and easy sewing of music scores. The binding is completely reversible and is not damaging to the material it protects.

We offer the music binder in our original, patented spine wrap edition, designed to conceal the sewing or stapling application, and in the quick bind version which does not have the spine wrap.

Pockets designed to hold loose parts are available in durable Tyvek™ or acrylic-coated C-1 cloth. The Tyvek™, a unique non-woven, spun-bound polyolefin synthetic having a pH of 7.0, is high-strength, durable, tear resistant, and water resistant. The Tyvek™ vertical pockets have a thumb-cut for easy opening and can be adhered to both the front and back board covers of our music binders. The C-1 cloth pockets made of durable bookcloth are available in two styles: a vertical pocket with a tab opener, and a diagonal pocket.



Technical Specifications:

- Binder is constructed from .050 high density acrylic-coated pamphlet board with a 2% calcium carbonate reserve and a pH of 8.5%. The board is acid free and lignin free.
- An optional .020 clear polyester front cover is available at no extra cost for all music binders except the two pocket style.
- Binder is constructed using acid-neutral polyvinyl acetate adhesives.
- Spine is constructed from blue acrylic-coated C-1 grade book cloth.
- Spine wrap pamphlet binders have a pressure-sensitive adhesive strip with acid-neutral adhesives.
- Corners are rounded to 1/4" radius.
- Hinge measures 3/4 inch with binder closed.
- Spine scoring is available from zero to 1/2 inch.

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.

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Archival Products Focus

Pamphlet Binders

Archival Products **Spine Wrap Pamphlet Binder**, designed for quick application and for an aesthetically pleasing appearance on the shelf, is constructed of high density, acrylic-coated board with blue C-1 cloth spine and cambric spine reinforcement. The pressure-sensitive adhesive strip is the most defining feature of this pamphlet binder. The strip folds around the binder, adhering to the outside of the spine concealing the binding structure, giving a finished look to the bound document. This pamphlet binder is so unique that LBS was granted a United States patent in 1988 for the design.

The **Quick Bind Pamphlet Binder** was economically designed as a response to the need of librarians with smaller budgets. We use the same high quality materials as our original patented spine wrap pamphlet binder but eliminate the spine wrap and cambric liner. The inner hinge as well as the outer hinge is covered with C-1 grade book cloth for strength. The aesthetic difference between the Spine Wrap and Quick Bind Pamphlet Binder is that the sewing or stapling is visible on the outer spine of the Quick Bind Pamphlet Binder.

Both styles of pamphlet binders are available with spine scoring of 0, 1/8, 1/4, 3/8 and 1/2 inch.

The **Archival Folder**, designed to be an even more affordable alternative for pamphlet storage, is constructed of acrylic-coated grey/white board and light grey C grade book cloth.

The Spine Wrap Pamphlet Binder, Quick Bind Pamphlet Binder and Archival Folder are all available with clear polyester or board fronts.

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.

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