

CONSERVATION CONDITION REPORT AND TREATMENT PROPOSAL

Date received: 9/15/2017

Date of report: 2/14/2018

Conservator: Report by Sonya Barron (Conservator), repairs by Mindy Moeller (Conservation Assistant)

Call Number: MS 433 boxes 1 and 2

Title: Albin Clothing Store records

Imprint/Date of creation: late 19th century

Collection: Manuscripts

Curator/Archivist: Amy Bishop

Format: flat and folded documents and manuscripts, some enclosed in original envelopes

Materials: machine made paper, writing and printing ink, graphite

Dimensions: various, housed in letter sized folders

Notes: This is a partially processed collection.

CONDITION REPORT

Description

The collection includes flat and folded documents and manuscripts on machine made paper. The weight of the paper ranges from light to heavy. The media include graphite and iron gall ink. Many of the manuscripts, particularly in box 2, are enclosed into original envelopes.

Condition

The following condition problems have been observed after reviewing the collection:

- a heavy layer of black soot
- evidence of fire damage, brittleness of paper
- multiple tears, losses and creases
- planar distortion

TREATMENT PROPOSAL

1. Surface clean soot residue with a soft brush and a vulcanized rubber soot sponge.
2. Remove letters from envelopes. Unfold and flatten with the aid of minimal local humidification. Clip letters and envelopes together with plastic clips.
3. Mend tears and fill losses, where necessary, using a combination of remoistenable tissue and Japanese tissue with paste.
4. If a document is too brittle and fragile to repair, or if the tears are too extensive, place the document into a Mylar L-sleeve.

MS 433 Albin Clothing Store, Boxes 1 and 2

5a. Option 1¹: surface clean the folders and retain current housing. Yes___ No___ Initials___
5b. Option 2: Replace manila folders with legal sized white folders. Yes ☒ No ___ Initials AB

Estimated hours: 75+ hours

Photos on file: AT, BT

Curatorial Approval Signature: _____

Date signed: _____

¹Folder 10 in box 1 and all of the folders in box 2 are manila and not the standard white archival folders used for housing the majority of collections. Folders in box 2 are covered with soot on the interior.

IOWA STATE UNIVERSITY

OF SCIENCE AND TECHNOLOGY

Preservation Department

CONSERVATION TREATMENT REPORT

Date received: 9/15/2017

Date of report: 2/1/2019

Conservator: Report by Sonya Barron (Conservator), repairs by Mindy Moeller (Conservation Assistant)

Call Number: MS 433 boxes 1 and 2

Title: Albin Clothing Store records

Author/Creator:

Imprint/Date of creation: late 19th century

Collection: Manuscripts

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TREATMENT REPORT

1. Surface cleaned soot residue with a soft brush and a vulcanized rubber soot sponge.
2. Removed letters from envelopes. Unfolded and flattened with the aid of minimal local humidification, using a lightly moistened brush and a Teflon folder. Clipped letters and envelopes together with plastic clips.
3. Mended tears and filled losses, where necessary, using a combination of pre-coated remoistenable tissue and Japanese tissue with wheat starch paste.
4. Documents that were too brittle and fragile to handle were placed into Mylar L-sleeves.

Materials used: De-ionized water, Zen Shofu wheat starch paste, pre-coated remoistenable tissues (4M 4% Methyl Cellulose/diluted wheat starch paste on 3/5 gsm natural Tengucho), medium weight HP-07 Hiromi Sekishu Mare tissue paper.

Hours spent: 80 hours

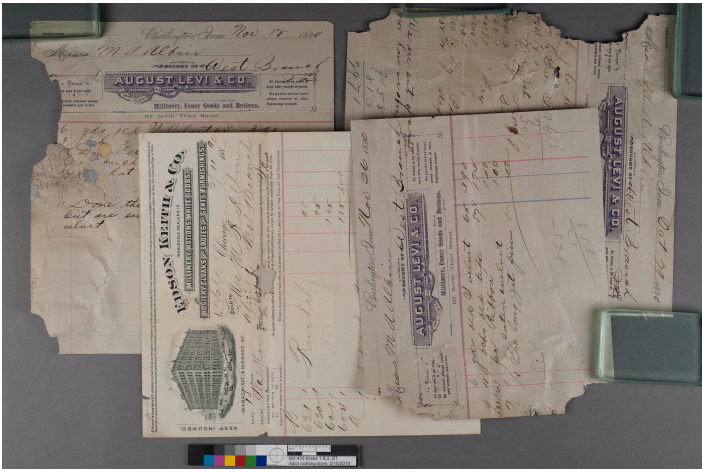
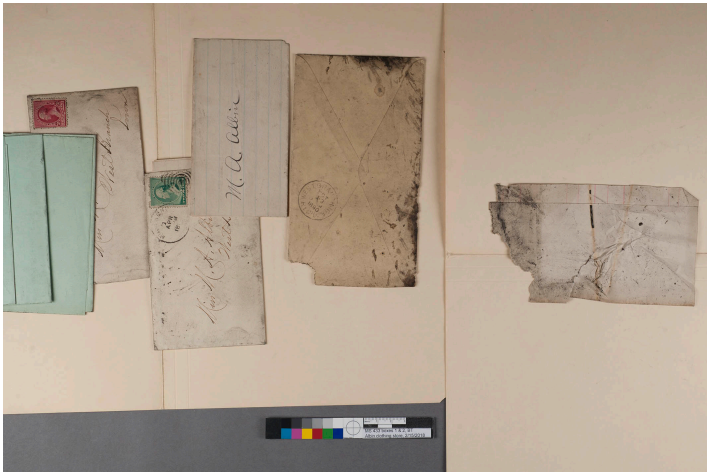
Photos on file: BT, AT

Curatorial Approval Signature: _____

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MS 433 Albin Clothing Store, Boxes 1 and 2

Before Treatment



After Treatment

