

PRESERVATION FOR SMALL INSTITUTIONS

Florida African
American Heritage
Preservation Network

Hello!

I am Fletcher Durant

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Owl - 1908



Gem - 1892



The primary goal of preservation is to prolong the existence of cultural property.

- The American Institute for Conservation

Mantras for Preservation

- ▷ Preservation is about access
- ▷ Collection Care is a process, not an action
- ▷ Good intentions need good practices
- ▷ Every institution can improve
- ▷ There is no one right way

1.

KNOW YOUR COLLECTIONS

Each collection has its own unique risks

Ten Agents of Deterioration



Physical
Forces



Water



Fire



Criminals
and Vandals



Contaminants



Pests



Light



Incorrect
Temperature



Incorrect
Humidity



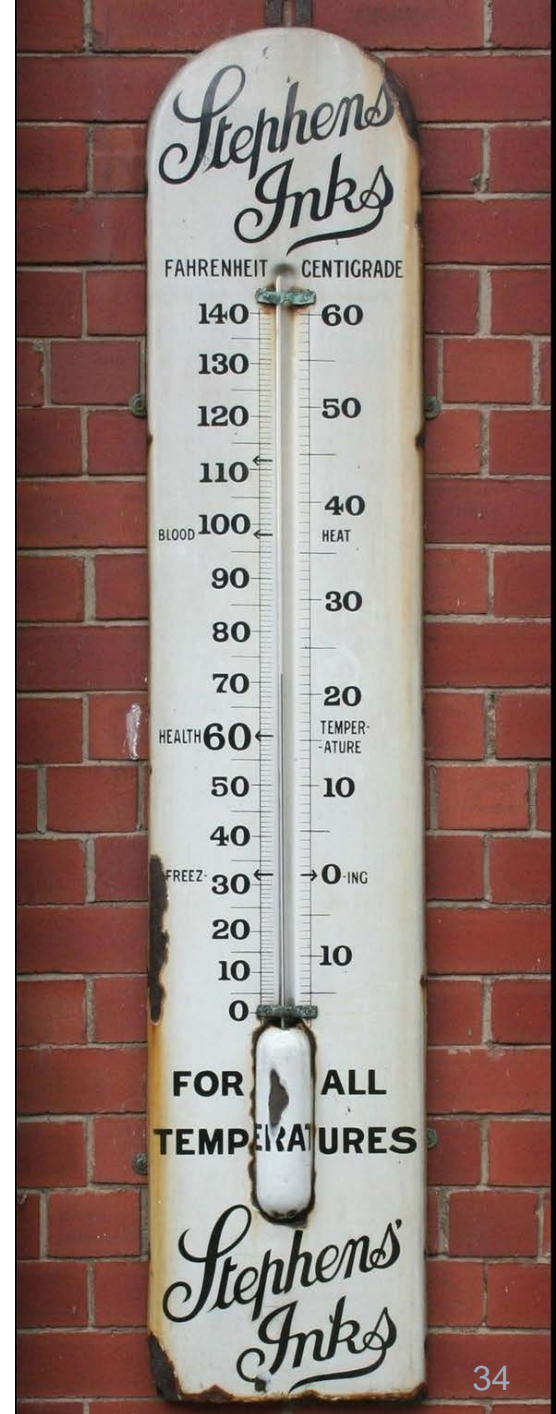
Dissociation

Environmental conditions
determine how fast materials age.

Temperature.

Humidity.

Light.



Temperature

- ▷ 68-72 F for most collections
- ▷ <50 F, cool or cold storage
- ▷ Stable temperatures are good, but...
- ▷ Seasonal changing set points (warmer in summer, cooler in winter)

Humidity

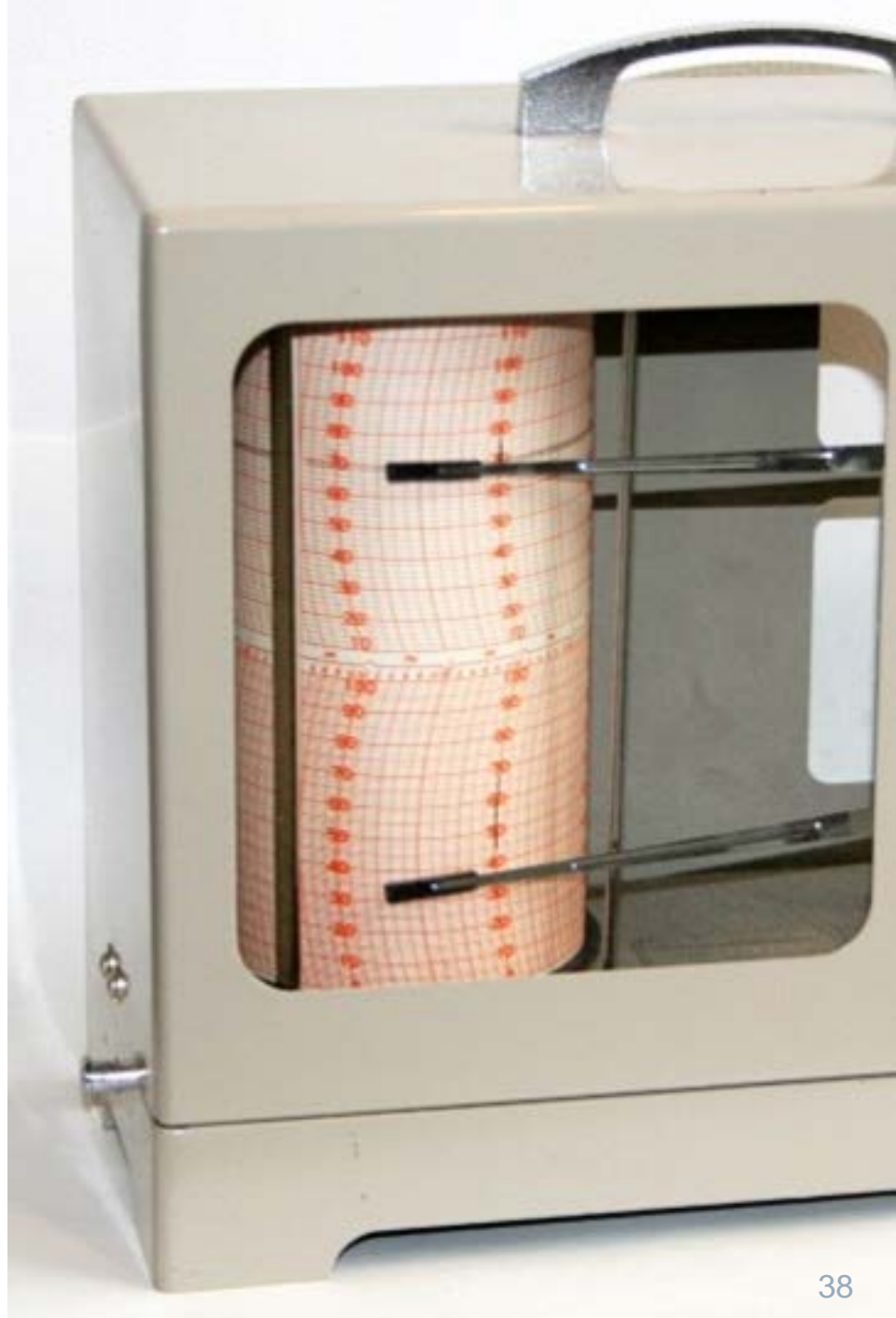
- ▷ Stability
- ▷ Avoid rapid swings
- ▷ Above 60% cause for concern about silverfish
- ▷ Above 70% cause for concern about mold growth

Lighting

- ▷ Unfiltered and UV light is damaging
- ▷ Curtains can limit natural light
- ▷ LED bulbs are cost effective and can reduce A/C bills

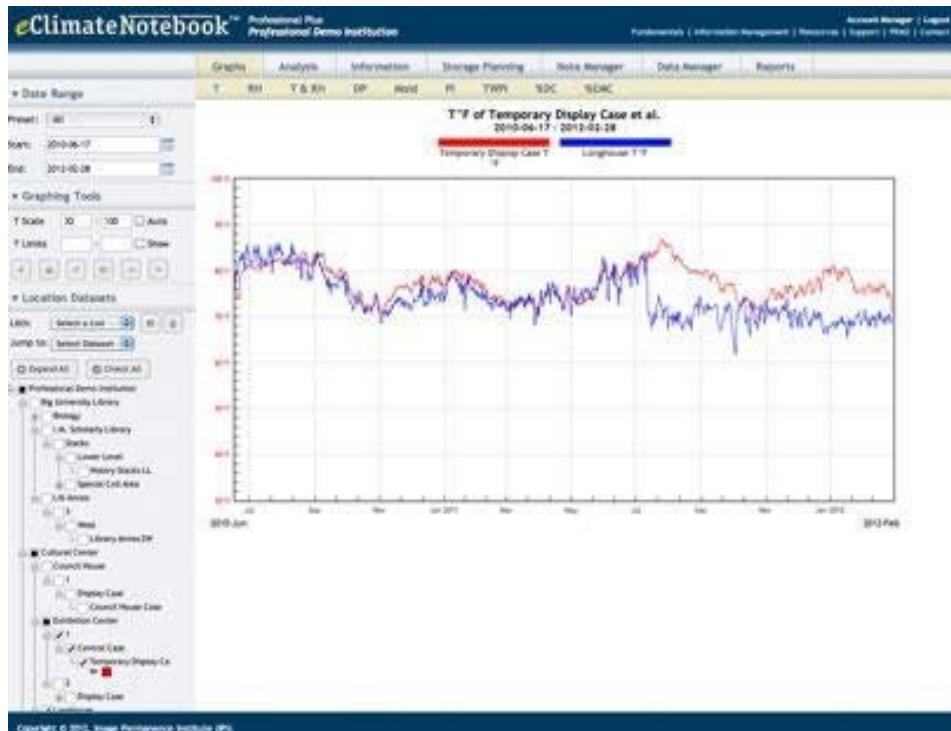
Environmental Monitoring

- Understand collection risks.
- Plan for better storage.
- Avoid mold growth.
- Track mechanical failures.



Data Loggers

Tracking temperature and humidity levels can be simplified with digital dataloggers and (free) eClimateNotebook software.



2.

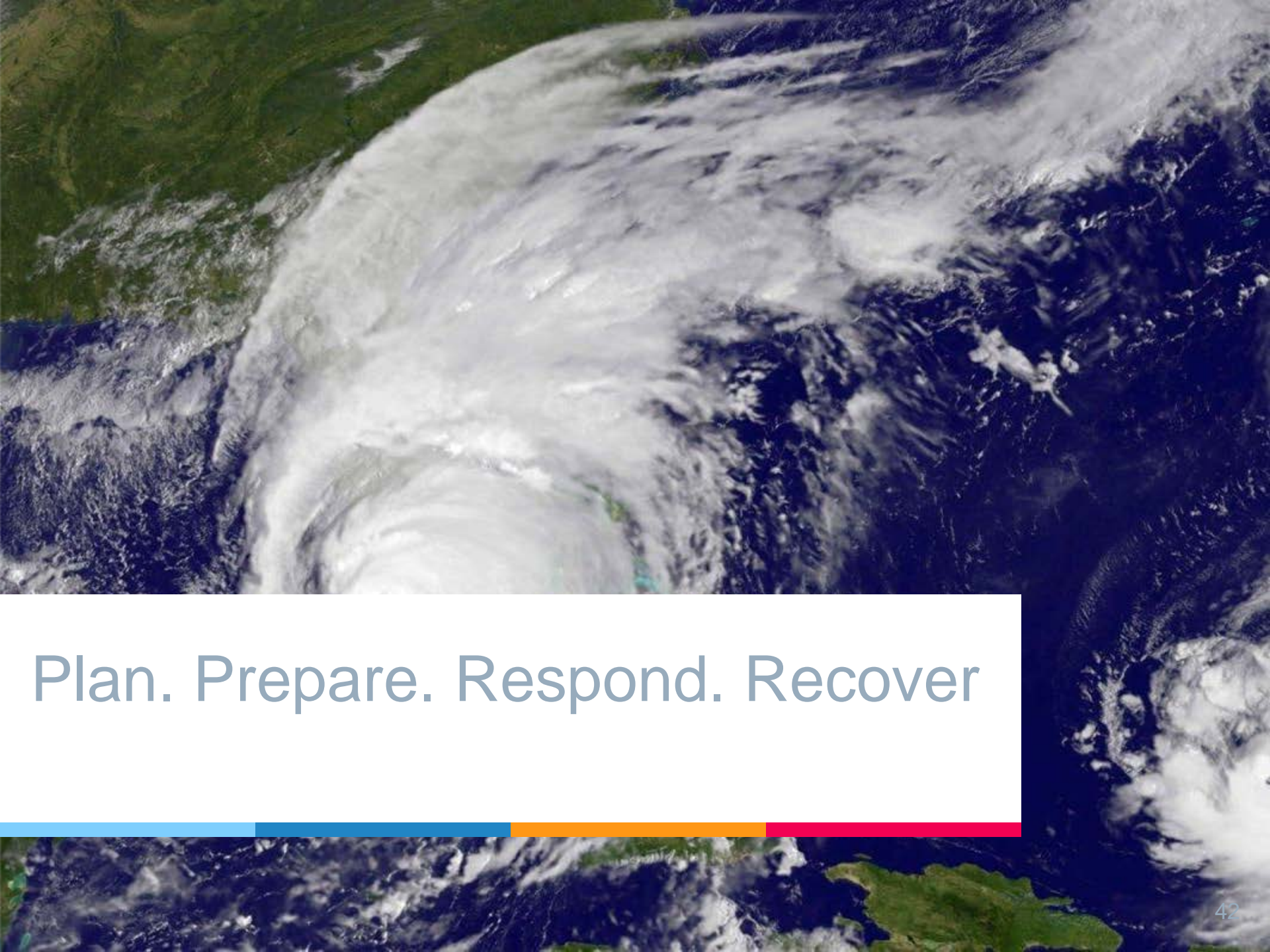
Disaster Planning

Be prepared

Disasters impact large parts of collections.

Storm damage and fires are the types of disasters that can be expensive to recover from.





Plan. Prepare. Respond. Recover

Disaster Planning and Preparedness

- ▷ **dPlan**
 - <http://www.dplan.org/>
- ▷ **National Park Service Conservation-O-gram**
 - <https://www.nps.gov/museum/publications/conservationogram/21-09.pdf>
- ▷ **Connecting to Collections Care Webinars**
 - <http://www.connectingtocollections.org/archiveresponseplan/>
- ▷ **Mess Kits**
 - <http://www.smith.edu/libraries/info/preservation/messkits>

Disaster Response and Recovery

- ▷ National Heritage Responders
 - 24/7/365 Hotline: 202 -661-8068
- ▷ Florida Department of State, List of Recovery Vendors
 - <https://dos.myflorida.com/library-archives/records-management/disaster-recovery/disaster-recovery-vendors/disaster-recovery/>
- ▷ NYU Recovery Procedures
 - http://guides.nyu.edu/ld.php?content_id=22309316

3.

Preservation Policies

Documentation makes preservation resilient

Policy Areas

Security

Who has access to collections storage areas? When are the storage areas open? Is there a good inventory of collections?

Loans and Exhibits

Rotate exhibited items or use facsimiles. Signed loan agreement forms for incoming and outgoing loans. Inventories of loaned items.

Handling

Set expectations for visitors and researchers. Clean hands. No pens. No eating, drinking, or smoking.

Events

Will collections be on display? Are food and drink limited to specific areas? Is there a clear plan for disposing of garbage immediately?

Collection Development

Institutional priorities guide preservation actions. Don't spend time, money, or effort on materials that are not accessioned.

4.

Storage

Beyond a good environment

Storage Furniture

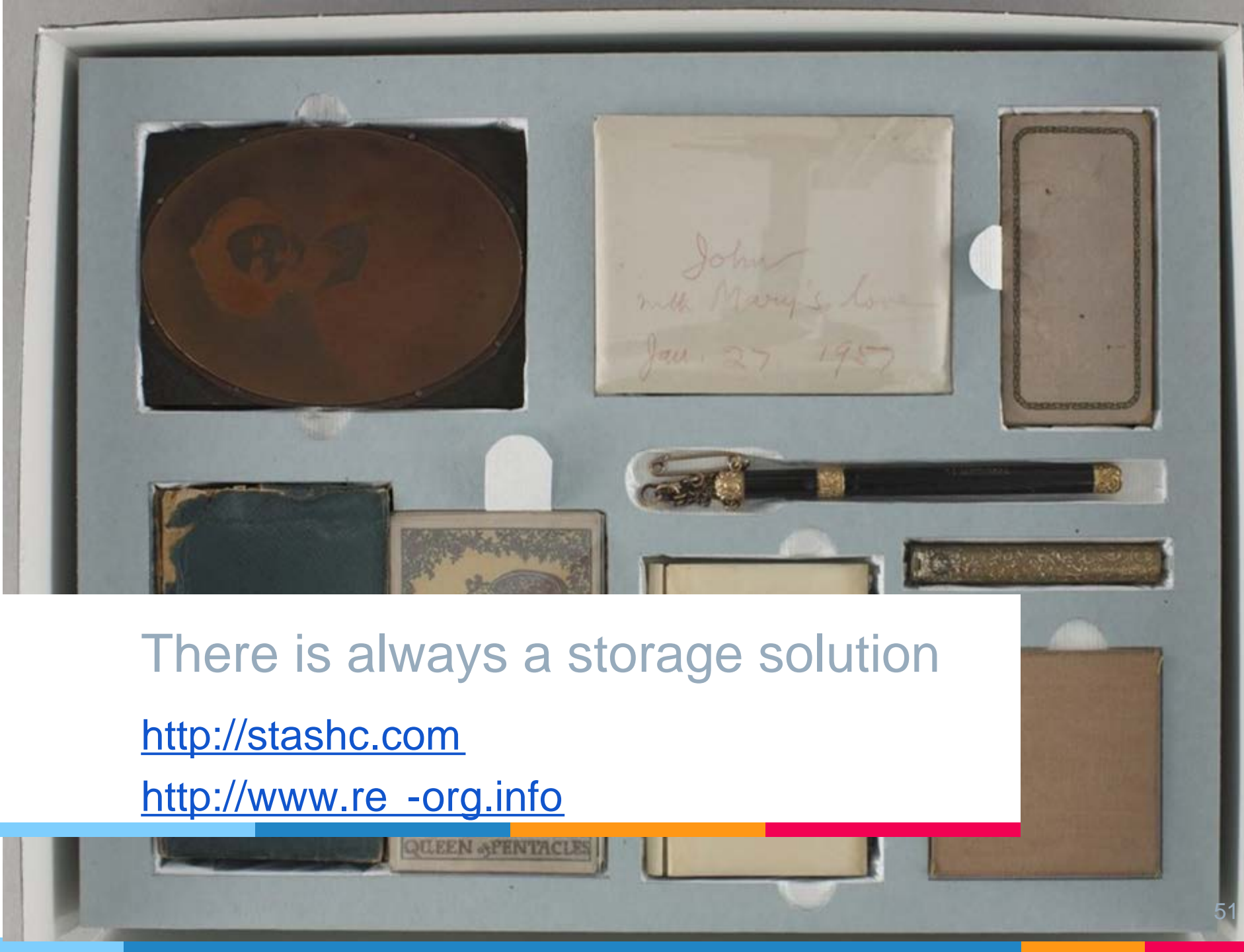
- ▷ Never store collections on the floor
- ▷ Powder-coated steel shelving
- ▷ Be aware of floor-load limitations in historic buildings or for heavy collections
 - 150 pounds per sq. ft.
 - 300 pounds per sq. ft. for compact storage

Storage Areas

- ▷ Collection storage areas are for collections
- ▷ Remove clutter
 - Discard outdated materials
 - Return deaccessioned items
 - Move office supplies

Boxes

- ▷ Acid free materials
- ▷ Items not on display in housings and labeled.
- ▷ Every item in a box, every box on a shelf.



There is always a storage solution

<http://stashc.com>

<http://www.re-org.info>

The Big No's of Collections

- ▷ No food
- ▷ No tape
- ▷ No post-it notes
- ▷ No stacking boxes more than 4 high
- ▷ No thinking that the problem will solve itself

5.

Digital Preservation

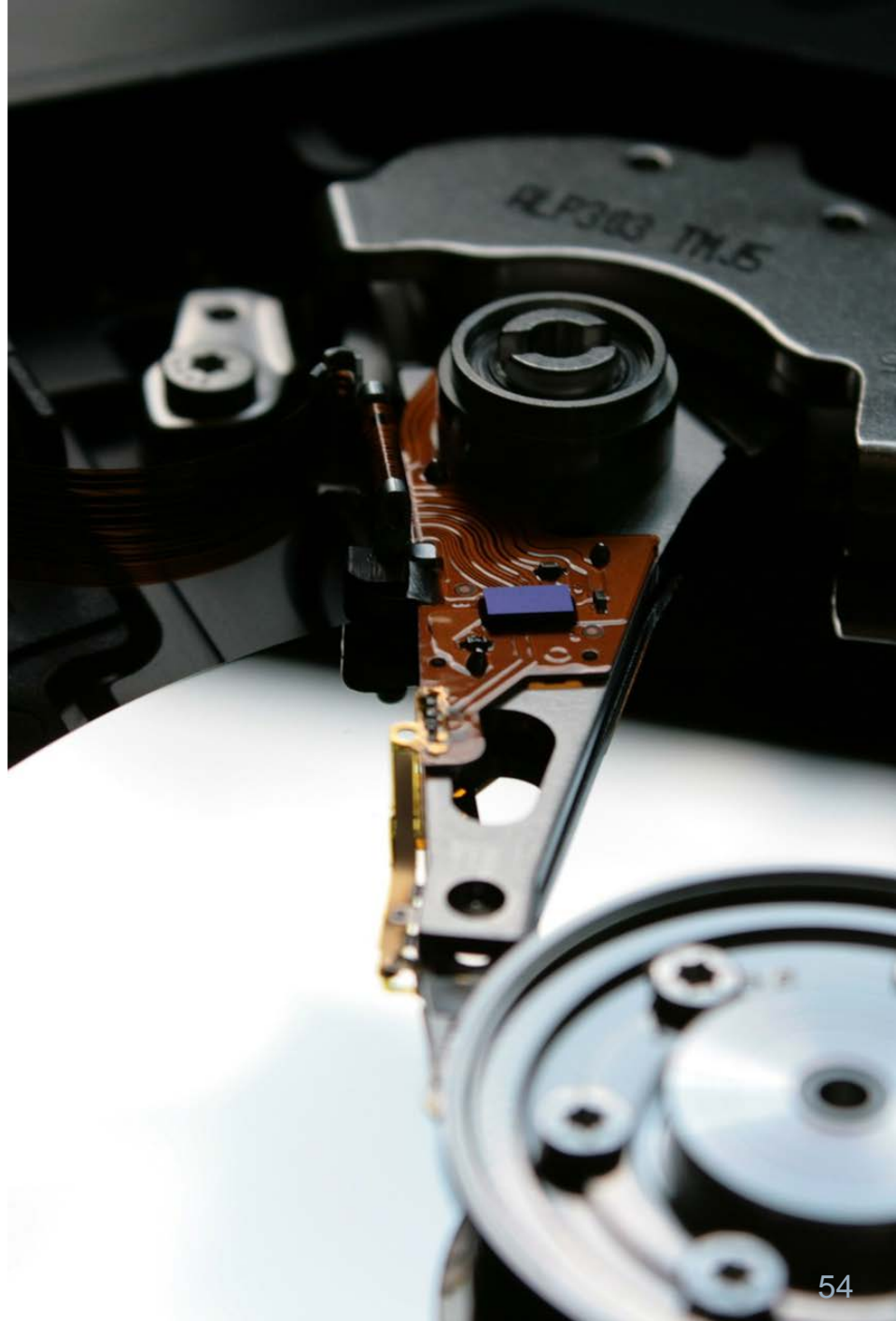
Briefly

3-2-1 Rule

Make 3 copies

Store on 2 different media types

Put in at least 1 different location



Scanning Basics

- ▷ Scan at 300 DPI
- ▷ Save as:
 - TIFF (.tiff) - Uncompressed, high quality file
 - JPEG (.jpg) Compressed, medium quality file
 - PDF (.pdf) - Fairly stable user friendly text format
- ▷ Name each file with a unique, but descriptive file name
 - Yyyymmdd-title (Date + Description)

6.

Resources

For all the questions I haven't answered

Preservation Resources

- ▷ **Connecting to Collections Care**
 - <https://www.connectingtocollections.org/>
- ▷ **Preservation 101**
 - <https://www.nedcc.org/free-resources/preservation-101>
- ▷ **National Park Service ConserveO-Grams**
 - https://www.nps.gov/museum/publications/conservedocumentation/conservedocumentation_toc.html
- ▷ **Housing Solutions for Objects in Library and Archival Collections**
 - http://downloads.alcts.ala.org/ce/10012014_Housing_Solutions_Slides.pdf

Preservation Supplies

- ▷ Archival Products
 - <http://www.archival.com/>
- ▷ Gaylord Archival
 - <http://www.gaylord.com/>
- ▷ Hollinger Metal Edge
 - <http://www.hollingermetaledge.com/>
- ▷ Light Impressions
 - <http://www.lightimpressionsdirect.com/>
- ▷ University Products
 - <https://www.universityproducts.com/>

When to Consult a Conservator



- ▷ If the item is of historic or intrinsic value and significance.
- ▷ If the repair is above your skill level.
- ▷ To find a conservator see the American Institute of Conservation Guide to Finding a Conservator.
 - <http://www.conservation-us.org/membership/find-a-conservator>

Thanks!

Any questions?

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