

Use verses Preservation

- Should they circulate out of the study area or library?



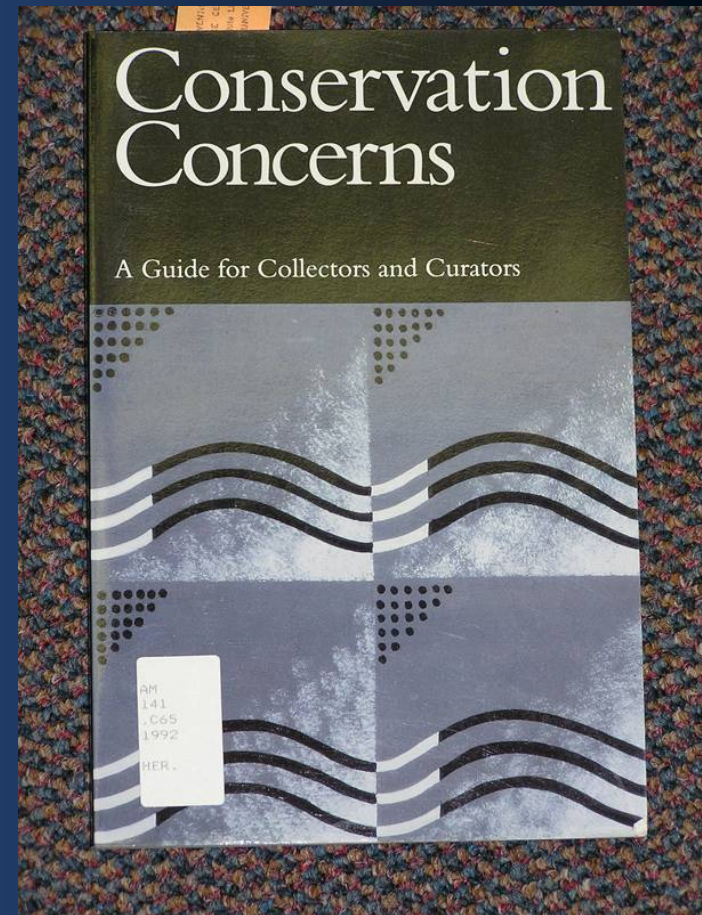
Access Control

- Who can authorize access?
- Limit where material may be used
- Limit what may be checked out
- Limit who can check it out
- Limit how long it may be checked out
- How to ensure return?
- What is penalty for non-return?

The rationale for limiting access is not to make it difficult to use Adventist materials, but rather to ensure they remain available and useable for others in the future. Think of it as elevating them to a higher pedestal—a pedestal for precious, costly, and hard to get items.

Preservation and Conservation

- Preservation
 - Planning and administrative



Preservation and Conservation

- Conservation
 - Actual task
 - Phase boxes
 - Protective enclosures
 - Repair (archivally safe)



Preservation and Conservation

- Conservation – Actual task



Degradation (Deterioration) of Library Materials

- Natural components
- Hygroscopic nature of paper
- Chemical additives
- Air borne pollutants

Degradation (Deterioration) of Library Materials

(continued)

- Light
- Temperature
- Humidity
- Pests
- Wear and tear
- Photocopy machine

Light

- Ultraviolet (UV)
 - All light sources give off UV radiation
 - Can shield part of the light



Light

- Sunlight

- Direct sunlight is the worst
- Store materials away from windows or cover windows



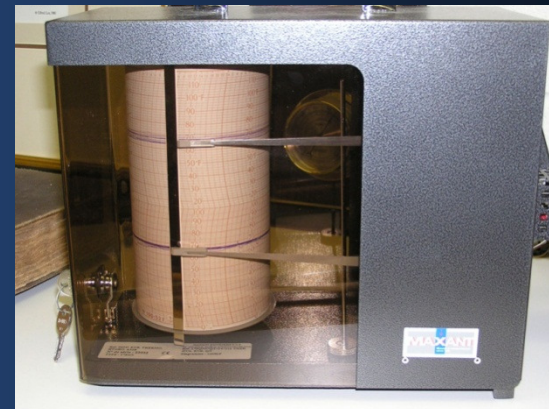
Temperature

- Higher temperature = shorter life for library materials
- Ideal temperature: 20° C. or less
- Constant (+/- 2° C.)
 - 24 hours a day
 - 7 day a week
 - 365 days a year



Humidity

- Higher humidity = shorter life for library materials
- Moisture (air or direct) acts as a catalyst for paper (and other materials) deterioration
- Ideal humidity: 40% to 50% (+/- 5%)
- Constant (+/- 5%)
 - 24 hours a day
 - 7 days a week
 - 365 days a year

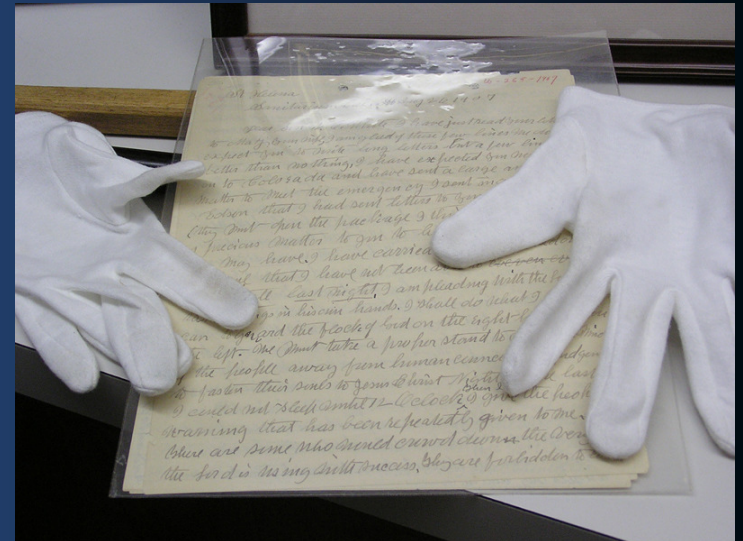


Pests (vermin)

- Mice, rats, book worms, cockroaches, many other animals and insects
- Eat the starch, glue, and other components of books
- Keep entire library or study center clean and free of food
- Exterminators

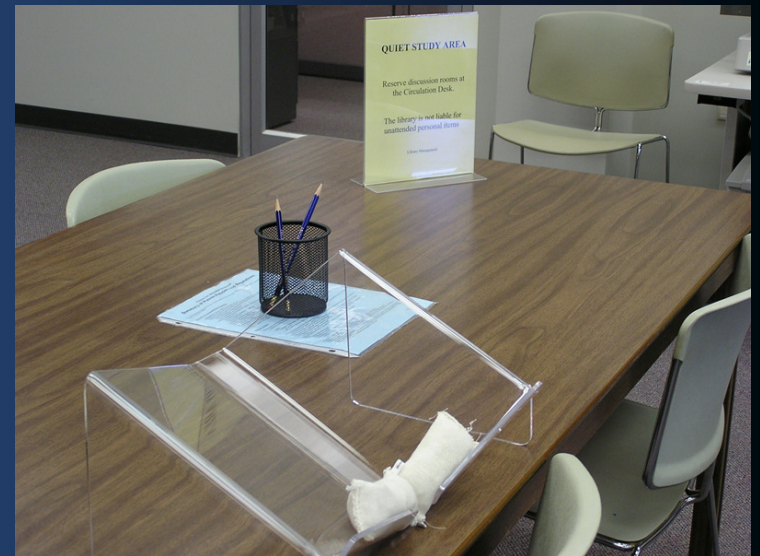
Wear and Tear

- More use = less life for all types of library materials
- Handling transfers dirt and oils from users skin.
 - Oil is corrosive especially to A/V
 - Dirt may damage paper



Wear and Tear

- Limit handling of old and weak originals
- Provide use copies
- Hand washing with soap before using
- Do not use hand lotions or moisturizers
- Use clean cotton gloves



Photocopy Machine

- Wonderful invention
- Produces heat, light, and ozone gas
- Mechanical process damaging



Photocopy Machine

- Limit amount of photocopies from any one source. If popular item, provide a use copy
- Enforce good (careful) handling techniques or trained staff make all photocopies

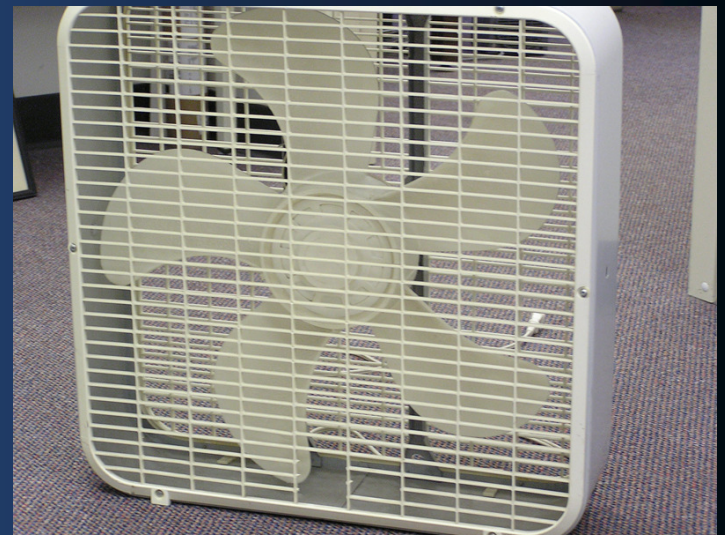
General Comments on Preservation

- Personal papers of individuals not used until fully processed.
- Never put original documents or photographs on exhibit for more than 30 days.
 - Use copy and consider security arrangements.
- Rule of Preservation: never do anything which cannot be reversed.
- Store photographs and other A/V as cool & dry & constant as possible (10° C. and 35% humidity).

General Comments on Preservation

(continued)

- Anything worth saving is worth spending a little money and effort
- Never laminate—Encapsulate
- Cheapest environmental fix – use fans to keep air moving day and night



General Comments on Preservation

(continued)

- Never use clear sticky tape for repairs. Use archival tape. Opaque tape
- Never use rubber cement
- Staples and paper clips not used [Good quality staples help]



General Comments on Preservation

(continued)

- All audio and video tape will deteriorate with time—about 20 years or less
 - Hastened by poor environment
 - Keep cool and dry
- Copying to CD????
- Film (slides, 16 mm, etc.) lasts a long time.
 - Keep cool and dry
 - Clean
 - Some color dyes will fade