Protecting the Collections

Housekeeping, shelving, storage, and handling
• Nature of library materials
• Care and handling
• Shelving and storage
• Housekeeping

Today’s topics
- Books
- Documents
- Photographs
- Microfilm
- Audio
- Digital

Library materials
HISTORY OF THE BOOK

1-21 Century AD
World’s oldest book
World’s oldest printed book
First century AD - Codex
Fourth century AD
The Nag Hammadi Codices
7th Century
15th-16th Centuries
18th Century
Nineteenth Century
20-21st Centuries
Chinese books
Materials found in books

- Paper
- Parchment
- Leather
- Cloth
- Wood
- Metals
- Jewels
- Bone
NATURE OF MATERIALS

Paper
Brief history of paper

- 105 AD: China
- 8th C: Middle East
- 11th C: Spain
- 14th C: Italy and Germany
- 16th C: Mexico
- 17th C: U.S.
- 19th C: Wood pulp paper
Types of paper

- Machine-made
- Hand-made
- Rag
- Acidic
- Archival
- Acid-free
Leather and parchment

- **Leather**: tanned
- **Parchment**: soaked, stretched and dried
- **Tawed**: soaked and dried

**Leather and parchment**
• Starch-filled
• Acrylic-filled
• Paper-backed

Cloth
Vulnerabilities
TYPES OF DAMAGE

Chemical
Biological
Mechanical
- Light exposure
- Moisture (humidity)
- Air pollution

Chemical
• Mold and other micro-organisms
• Insects
• Vermin
• Outside forces
• Mishandling
• Exhibition
• General Use
• Poor construction

Mechanical
Threats

- Water
- Food and drink
- Office supplies
- Adhesives
- Pressure and impact
- Heat and humidity
- Light
Dangers

- Shelving
- Exhibition
- Storage
- Handling
- Wear and tear
- Construction and materials
- Repair
Exhibition
Mishandling
Wear and tear
Light exposure
Poor construction
Reproduction
Poor shelving
Office supplies
Food and drink
Inherent vice
Poor repair
Beta Omicron Chapter
Delta Taui Delta
Cornell University
Ithaca, Jan. 17, 1893
to June 11, 1896.
AVERTING DAMAGE

Proper shelving
Good housekeeping
Archival repair
Careful handling
Proper shelving
Good housekeeping
Cleaning
Proper handling
• Use plain paper to mark pages  
• Avoid all paper clips  
• No pens

Office supplies
Control food and drink
Proper repair

- Archival
- Reversible
- Acid-free
Protection