School of Information, The University of Texas at Austin
INF 393C.10 Treatment techniques for flat paper
Course meeting times: Tuesday, 9:00 - 11:45, UTA 1.506B (Paper Lab)

Course Description
Basic procedures and techniques for the care and handling of materials found in library and archival collections; setting realistic goals and priorities or collection care; basic concepts of preventive conservation; understanding the nature of materials; practical experimentation. There are no prerequisites.

Lecturer: Karen L. Pavelka
Email: pavelka@utexas.edu
Lab: UTA 1.506B phone: 512-471-8269 (Much more likely to be here.)
Office: UTA 5.422 phone: 512-471-8286 (Rarely in office.)
Lab hours: Posted on lab door and may change over the course of the semester.

Teaching assistant: Ayse Gursoy
Email: agursoy@ischool.utexas.edu

Objectives:
Techniques that can do a substantial amount of good for the collection, but can be performed with minimal equipment, space, materials and skill will be covered. Additionally, students will learn how to teach techniques to others and how to evaluate and improve technicians' performance. Students will learn to:

- Perform basic conservation treatments including dry cleaning; humidification and flattening; and mending
- Design and build enclosures
- Assess the condition of materials and select appropriate repair techniques
- Allocate collection care resources
- Follow basic laboratory protocol
- Design and evaluate simple experiments

Tools and materials
Students will be provided with a tool kit for use during the semester. The tool kit must be returned in good condition at the end of the semester. Treatments will be performed on a variety of collection and non-collection materials, most of which will be provided by the instructor, but students are welcome to bring in materials from their personal collections to augment class assignments. Students may be responsible to supply some materials, such as small books for enclosures.

Lab use
Students will be given key card access to 1.506 (Ante room) at all times UTA is open. Please use this room respectfully. Reading materials are not to be taken from the room without the explicit permission of the instructor. (That's me, Karen, and no one else.) However, please do use the room. It is a nice, quiet place to read, study or have small meetings. Please log in whenever you are using the room.

Students are welcome to use the paper lab 1.506B during lab hours and office hours. These hours will be posted on the doors to the ante room by the end of the first week of class. The lab has equipment, microscopes and tools. Students may use any of these but only with the explicit permission of the instructor. (Again, that's me, Karen, and no one else.) Labs can pose physical and chemical dangers and all rules must be respected.

Lab rules

- No food or drink is allowed in the lab. Ever. This is for your own personal safety.
- Do not put your hands in your mouth when working in a lab. Ever.
- Do not touch your face, especially eyes.
- Close toed shoes must be worn at all times in the labs.
- No high heels.
- Shorts are discouraged.
- Lab coats are available when needed.
- Small children are not allowed in labs. Older, well-behaved, supervised children are allowed in for tours and such.
- Personal protective equipment must be worn as appropriate.
- Eye protection must be worn when working with power tools. Failure to adhere to this rule will result in an F for the course.
- Loose clothing and long hair must be tied back when working with power tools or blades.
- Do not use any equipment unless you have been properly trained and have been given permission.
- The first aid kit is to the right of the utility sink in the paper lab.
- Eyewash stations are mounted on the utility sinks in the paper and book labs.
- Chemical showers are located near the utility sinks in both labs.
- Do not open any cabinet or drawer unless you have been given permission.
- Do not borrow tools without permission.
- All tools must be cleaned and all materials put away before leaving the lab area.
- The lab should be cleaner when you leave it than it was when you arrived. It makes no difference that you did not make the mess, you are still responsible for keeping the labs clean.

Assignment due dates

January 27:	Complete OH201
February 3:	Teflon and micro-spatula
	Description of object
February 10:	Enclosure design
February 24:	Humidification summary
	Report for architectural drawings
March 3:	Protective enclosure
March 24:	Treatment and housing of architectural drawings complete
	Briscoe reports
April 7:	Deacidification summary
April 21:	Treatment and housing of Briscoe materials complete
May 5:	Summary of treatment skills

Grading

Teflon and micro-spatula	10%
Description of object	10%
Enclosure design	5%
Protective enclosure	5%
Humidification summary	10%
Report for architectural drawings	5%
Briscoe reports	5%
Treatment and housing of architectural drawings	5%
Treatment and housing of Briscoe materials	10%
Deacidification summary	10%
Summary of treatment skills	5%
Class participation	10%
Lab, tool and equipment maintenance	10%

Course Policies
Students with disabilities may request appropriate academic accommodations from the Division of Diversity and Community Engagement, Services for Students with Disabilities, 471-6259, http://www.utexas.edu/diversity/ddce/ssd/

Students are expected to adhere to the University Honor Code.
http://registrar.utexas.edu/catalogs/gi09-10/ch01/index.html

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By UT Austin policy, you must notify me of your pending absence at least fourteen days prior to the date of observance of a religious holy day. If you must miss a class, an examination, a work assignment, or a project in order to observe a religious holy day, you will be given an opportunity to complete the missed work within a reasonable time after the absence.

Students are expected to adhere to the University Honor Code.
http://registrar.utexas.edu/catalogs/gi09-10/ch01/index.html)

Course schedule

January 20 Week 1
Lab safety; tool making

Readings:
Environmental Health and Safety Office. (2013). Course descriptions. Retrieved January 8, 2014, from http://www.utexas.edu/safety/ehs/train/courses.html
Lee, L. (1995). *The complete guide to sharpening.* Newton, CT: Taunton.
Turner, J. (1992). *Brushes: A handbook for artists and artisans.* New York: Lyons and Burford.
Assignments:
Complete OH201, Course from Environmental Health and Safety Office - Due January 27

Shape and polish Teflon tool and microspatula - Due February 3

January 27 Week 2
Examination and analysis

Readings:
Appelbaum, B. (2007). *Conservation treatment methodology.* Oxford: Butterworth Heinemann. (Located in 1.506)
Chapter 6: Visual examination. (1995). *Paper Conservation Catalog*. Retrieved Retrieved January 8, 2014, from http://www.conservation-wiki.com/index.php?title=BP_Chapter_6_-_Visual_Examination
Onie, R., ed. (2000). *The Winterthur guide to caring for your collection.* Winterthur: Winterthur Museum. (Located in 1.506)

Assignment: Write a short description of the object you've been assigned. Include what the object is made of, how it is likely to be used. - Due February 3

February 3 Week 3
Review and compare examinations
Storage and housings: Designs and materials

Readings:
Ellis, M. H. (1995). *The care of prints and drawings*. Walnut Creek, CA: Altamira Press. pp. 1-144. (Located in 1.506)
Harrison, G. (n.d.). Repair and enclosure treatments manual. Retrieved January 8, 2014, from http://www.indiana.edu/~libpres/manual/mantoc.html
National Park Service. (n.d.). Conserv O Grams. Retrieved January 8, 2014, from http://www.nps.gov/museum/publications/conserveogram/cons_toc.html
PACCIN. Retrieved January 8, 2014, from http://www.paccin.org/content.php
Pavelka, K. (2013). Evaluation of a microclimate for a short term loan. Retrieved January 8, 2014, from https://www.ischool.utexas.edu/~pavelka/buffercomparison.html
Rose, C. L., Hawks, C. A., & Genoways, H. H. (Eds.). (1995). Storage of natural history collections. (Monograph). Washington, D.C.: Society for the Preservation of Natural History Collections. (Located in 1.506)

Assignment: Design a protective enclosure for your object. Your design should include a drawing, a materials list, and the rationale for the design and choice of materials. - Due February 10

February 10 Week 4
Building protective enclosures

Assignment: Build the protective enclosure you have designed. - Due March 3

February 17 Week 5
Fundamentals of humidification and flattening

Readings:
Banik, G. & Bruckle, I. (2011). *Paper and water: A guide for conservators.* Oxford: Butterworth Heinemann.
Chapter 28: Drying and Flattening. (1995). *Paper Conservation Catalog*. Retrieved January 8, 2014, from http://www.conservation-wiki.com/index.php?title=BP_Chapter_28_-_Drying_and_Flattening
Chapter 5: Humidification. (1995). *Paper Conservation Catalog*. Retrieved January 8, 2014, from http://www.conservation-wiki.com/index.php?title=BP_Chapter_22_-_Humidification
Paperonline. (2014). Retrieved January 8, 2014, from http://www.paperonline.org/ Read at least the sections on History and Papermaking. The information is from a papermaking company, so take it with a grain of salt.
Pavelka, K. *Glassine humidifying.* Retrieved December 27, 2014 from http://youtu.be/VJJ_x7kfk2Q

Assignment: Write a summary of the effects of humidification and flattening on the objects used for demonstration in class. This will require coming into lab hours no earlier than 48 hours after class. Due - February 24

Assignment: Write a treatment report for the architectural drawings. Sample treatment reports will be available. - Due February 24

February 24 Week 6
Conservation treatment: Architectural drawings

Readings:
Appelbaum, B. (2007). *Conservation Treatment Methodology* (Monograph). London: Butterworth Heinemann. (Located in 1.506.)
Baker, W., Dube, L. (2010). *Identifying Standard Practices in Research Library Book Conservation.* LRTS 54 (1). Retrieved January 8, 2014, from http://kuscholarworks.ku.edu/dspace/handle/1808/5818
ICON. *Introduction to conservation reports: Treatment reports.* Retrieved January 8, 2014, from http://www.conservationregister.com/PIcon-ConservationReports.asp

Assignment: Begin treatment of architectural plans. Due - (All treatment and housing complete) March 24

March 3 Week 7
Conservation treatment: Architectural drawings

Readings:
Chapter 25: Mending. (1995). *Paper Conservation Catalog*. Retrieved January 8, 2014, from http://www.conservation-wiki.com/w/index.php?title=BP_Chapter_25_-_Mending

March 10 Week 8
Conservation treatment: Briscoe manuscripts
Papermaking; paper identification; paper appreciation

Readings:
Ash, N., Homolka, S., & Lussier, S. (2014). *Descriptive terminology for works of art on paper* (R. Wolcott, Ed.) (Monograph). Retrieved from Philadelphia Museum of Art website: http://www.philamuseum.org/doc_downloads/conservation/DescriptiveTerminologyforArtonPaper.pdf

NPS. *Museum Handbook.* Chapter 8. Retrieved January 8, 2014, from http://www.nps.gov/museum/publications/mhi/chap8.pdf
Tedone, M. *Conservation condition report & treatment proposal.* Retrieved January 8, 2014, from http://www.melissatedone.info/papertreatments/WrittenDoc/GoodRoads1915.pdf

Assignments: Write two treatment proposals for the Briscoe manuscripts. The first will focus on one leaf; the second will take the entire group into consideration. - Due March 24

March 17 Spring Break
Lab hours to be arranged

March 24 Week 9
Conservation treatment: Briscoe manuscripts

Readings:
Chapter 12: Mold/fungi. (1995). *Paper Conservation Catalog*. Retrieved January 8, 2014, from http://www.conservation-wiki.com/wiki/Paper_Conservation_Catalog_-_Mold
Chapter 14: Surface cleaning. (1992). *Paper Conservation Catalog*. Retrieved January 8, 2014, from http://www.conservation-wiki.com/wiki/BP_Chapter_14_-_Surface_Cleaning
Dartmouth College Library (2010) *A simple book repair manual.* Retrieved January 8, 2014, from http://www.dartmouth.edu/~library/preservation/repair/index.html
Maudie. (2012, February 3). Tape and adhesive removal. Retrieved January 8, 2014, from http://www.maudiemade.com/tape-adhesive-removal/ (I have some real cautions here!)
River Campus Libraries, University of Rochester. (n.d.). General collections book repair manual. Retrieved January 8, 2014, from http://www.lib.rochester.edu/index.cfm?PAGE=3242

Assignments: Begin treating Briscoe manuscripts. Due - (Treatment and housing complete) April 21

March 31 Week 10
Conservation treatment: Briscoe manuscripts

Readings:
Baty, J.W., Maitland, C.L., Minter, W., et al. (2010). Deacidification for the conservation of paper based works: A review. Bioresources. Retrieved January 8, 2014, from http://ojs.cnr.ncsu.edu/index.php/BioRes/article/view/BioRes_05_3_a_Baty_MMHJ_Deacidification_Paper_Review

Assignments: Write a short summary of options for deacidification. - Due April 7

April 7 Week 11
Conservation care: Photographs

Readings:
Photographic materials conservation catalog. (nd.) Retrieved December 19, 2014 from http://www.conservation-wiki.com/wiki/Photographic_Materials

April 14 Week 12
Conservation care: Objects, paintings, etc.

Readings:
Objects specialty group conservation wiki. (nd.) Retrieved December 19, 2014 from http://www.conservation-wiki.com/wiki/Objects

Paintings specialty group conservation wiki. (nd.) Retrieved December 19, 2014 from http://www.conservation-wiki.com/wiki/Paintings

April 21 Week 13

Open labs

April 28 Week 14

Open labs

Assignments: Write a short summary of your treatment skills and limitations. - Due May 5

May 5 Week 15

Review