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.

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Course schedule

**January 20**      **Week 1**  
Lab safety; tool making

**Readings:**

**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:**
(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:

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:

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:

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

March 3       Week 7
Conservation treatment: Architectural drawings

Readings:

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

Readings:

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:

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

March 31   Week 10
Conservation treatment: Briscoe manuscripts

Readings:

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

April 7   Week 11
Conservation care: Photographs

Readings:

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


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