

Treatment Techniques for Bound Materials
INF 393C.11
Unique Number 27795

Spring, 2020
UTA 1.506A
Monday 9:00-12:00

Instructor: Rebecca Elder
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Office Hours: By appointment

Course Overview

This class will cover the basic principles of creating alternative book structures, repairing books, and creating enclosures.

- Lab safety and procedures
- Book structures
- Basic book repair techniques
- Basic protective enclosures
- Sourcing materials and budgeting

The class will be composed primarily of hands-on work. The major assignments include a portfolio of work created in class, selection and teaching of a book structure, and a budgeting exercise.

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. Though the instructor will provide most of the materials, occasionally you will be responsible for providing materials. When this happens, you will be given ample time to acquire the necessary items.

Lab hours are available before 5:00 p.m. when the IT Lab is open and there is no other class being taught in the lab. A PurpleShirt can give you access. During lab hours you must be partnered with another student taking Book Lab or another class with lab access. There are no exceptions to this policy.

Most of the required readings will be from the abundance of material on book repair and book structures in the resource room adjacent to the book lab.

Course policies:

1. The University of Texas at Austin provides upon request appropriate academic accommodations for qualified students with disabilities. For more information, contact the Office of the Dean of Students at 471-6259, 471-4641 TTY.
2. All assignments must be written using gender-inclusive language.
3. Submit all your assignments on time. Late submissions will not be accepted unless an emergency is involved. In the event of an emergency, the student must contact the instructor as soon as possible.
4. The instructor will provide any assistance upon the student's inquiry. However, the student is responsible for his/her own effort to complete the assignments.
5. Students are required to attend class and to be on time. Because this is a hands-on class, any absence or lateness will affect the class participation grade. By UT Austin policy, you must notify the instructor 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, the instructor will give you an opportunity to complete the missed work within a reasonable time after the absence. In order to count as excused, absences due to professional obligations require two weeks notice. Absences due to illness require a doctor's note to count as excused. Any unexcused absence will result in 5 points being deducted from your class participation grade. Unexcused tardiness will result in 1-3 points being deducted, depending on the degree of tardiness and if the tardiness is a pattern.
6. The instructor reserves the right to issue a course grade of F if any assignment is not completed
7. All assignments are due at the start of class on the due date. Electronic submissions in Word and Excel are preferred.
8. The syllabus is a flexible document, and may be changed at any time.
9. The instructor welcomes feedback from the class.

Grades

Grades will be based on: Portfolio (35%), Teaching Assignment (30%), Sourcing/Budgeting Exercise (10%) Class Participation and Attendance (25%).

Class Schedule

This schedule is very tentative. Depending upon class progress, components may be added or subtracted.

| Class # | Date | Topics |
|---------|--------|--|
| 1 | Jan 27 | Intro Lab Tour and Safety Book Terminology Make Exposed Spine Binding Smith, Volume I, pp. 11-85, AIC Code of Ethics http://www.conservation-us.org/about-us/core-documents/code-of-ethics#.UsIjSuL1yRM |
| 2 | Feb 3 | Design and Make Your Own Exposed Spine Binding Smith, Volume I, pp. 141-185 |
| 3 | Feb 10 | Folded Book Structures Kyle, pp. 8-39 Bring a piece of decorative paper of your choice |
| 4 | Feb 17 | Decision Making, Minor Repair: Tape/Heat Set, Hinge Tighten, Corner Repair Handout: Candido/Darling Checklist http://books.google.com/books?id=gLbjAAAAMAAJ&printsec=frontcover#v=onepage&q&f=false |
| 5 | Feb 24 | Tip/Hinge Reback |
| 6 | Mar 2 | Recase in Original Cover |

| | | |
|----|--------|--|
| 7 | Mar 9 | Double Fan Adhesive Binding Four Flap Enclosure Open Lab Bring a mass market paperback and a small book or a deck of cards. |
| | Mar 16 | Spring Break |
| 8 | Mar 23 | Corrugated Clamshell Box CoLibri Present potential teaching structure to Rebecca for approval |
| 9 | Mar 30 | Open Lab Sourcing/Budgeting Exercise Due |
| 10 | Apr 6 | Open Lab |
| 11 | Apr 13 | Open Lab |
| 12 | Apr 20 | Teaching Assignments Portfolio Due |
| 13 | Apr 27 | Teaching Assignments |
| 14 | May 4 | Teaching Assignments |

Assignments

Portfolio – 35 points (Analysis – 25 points; Execution – 10 points)

Due April 20 at start of class

You should submit one example of each of the following:

- Exposed Spine Binding
- Original Exposed Spine Binding
- Folded Book Structure
- Page mends with tape and heat set tissue
- Hinge tightening
- Tipped in page
- Hinged in page
- Reback
- Recase in original cover
- DFA
- Corner repair
- Corrugated clamshell box
- 4 flap enclosure

Along with your portfolio, you should submit a brief analysis of your execution of each component, explaining its strengths and weaknesses. You should also discuss whether the weaknesses are merely cosmetic or a larger structural problem. These do not need to be fully developed essays. If you can thoroughly explain yourself with bullet points, that is appropriate.

Extra credit may be obtained on the final portfolio by including another repair, enclosure, or model. This should be discussed with the instructor prior to choosing a project.

Teaching Assignment – 30 points

Due April 27-May 10

You will select a book structure, enclosure or technique to teach your classmates. You will have approximately 75 minutes to teach the structure, so keep time constraints in mind when you are selecting a something to make. Appropriate sources of models include, but are not limited to the books listed on the syllabus. You are free to design your own structure as well. On March 23, you will have a brief conference with Rebecca to present the structure you plan to teach to make sure it is appropriate. During the three open lab sessions, you will practice your structure so that you are confident in making it and teaching it. You may also prep materials for your classmates to minimize prep time during your teaching slot. No later than a week after you present your structure to the class, you will also hand in a brief (approximately 2-3 pages single spaced) process paper, including, but not limited to, the following: why you chose that structure; sources you used to research structures; what you learned about the structure when you practiced making it (likely errors people might make, tips and tricks for successfully completing the model); an idea of what kind of enclosure might be appropriate for the book; and an analysis of what went well in your teaching and what could be improved.

Sourcing/Budgeting Exercise – 10 points

Due March 30

To successfully manage a repair program and make decisions about appropriate treatment for circulating materials, you must have an understanding of the costs involved. For each consumable material used during class for repairs and enclosures, find *at least one* source (two or three is preferable and will lead to a correspondingly higher grade) and provide pricing for each.

After you have obtained pricing on each consumable, use this information (along with a labor rate of \$16.28 per hour) to calculate the ultimate cost of each repair technique and enclosure submitted for your portfolio. You can use a worksheet that is available on Canvas as an example of how to calculate cost.

Class Participation and Attendance– 25 points

Students are required to attend class and to be on time. Because this is a hands-on class, any absence or lateness will affect the class participation grade. By UT Austin policy, you must notify the instructor 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, the instructor will give you an opportunity to complete the missed work within a reasonable time after the absence. In order to count as excused, absences due to professional obligations require two weeks notice. Absences due to illness require a doctor's note to count as excused. Any unexcused absence will result in 5 points being deducted from your class participation grade. Unexcused tardiness will result in 1-3 points being deducted, depending on the degree of tardiness and if the tardiness is a pattern.

Reading List

Book and Box Structures

Caarlson, Lage, et al. *Boxes for the Protection of Books: Their Design and Construction*. Washington, DC: Library of Congress Preservation Directorate, 1994.

Ikegami, Kojiro. *Japanese Bookbinding: Instructions from a Master Craftsman*. New York: Weatherhill, Inc. 1986.

Kyle, Hedi and Warchol, Ulla. *The Art of the Fold: How to Make Innovative Books and Paper Structures*. London: Laurence King Publishing, 2018.

Martinique, Edward Gerald. *Chinese Traditional Bookbinding: A Study of Its Evolution and Techniques*. Chicago: University of Chicago, 1972.

Rivers, Charlotte. *Little Book of Book Making: Timeless Techniques and Fresh Ideas for Beautiful Handmade Books*. New York: Potter Craft, 2014.

Smith, Esther K. *How to Make Books: Fold, Cut and Stitch Your Way to a One-of-a-Kind Book*. New York: Potter Craft, 2007.

Smith, Keith. *Books Without Paste or Glue (Non-Adhesive Binding Volume I)*. Rochester, NY: Keith A. Smith Books, 1999.

Smith, Keith. *1-2- & 3-Section Sewings (Non-Adhesive Binding Volume II)*. Rochester, NY: Keith A. Smith Books, 1995

Smith, Keith. *Exposed Spine Sewings (Non-Adhesive Binding Volume III)*. Rochester, NY: Keith A. Smith Books, 1995.

Zeier, Franz. *Books, Boxes and Portfolios: Binding, Construction and Design Step-by-Step*. New York: Design Press, 1990.

Zike, Dinah. *Big Book of Books and Activities*. San Antonio, TX: Dinah-Might Adventures LP, 1992.

Lab Management and Book Repair Programs

Baker, Whitney, and Liz Dube. "Identifying Standard Practices in Research Library Conservation." *Library Resources and Technical Services* 54.1 (2010): 21-39. UTLOL.

Banks, Paul and Roberta Pilette. *Preservation: Issues and Planning*. Chicago: American Library Association, 2000.

Kaufman, Heather. "Issues in Setting Up a Book Repair Program." American Library Association. American Library Association, 2004. Web. 3 Jan 2011.
www.ala.org/alcts/files/events/pastala/annual/04/kaufman.pdf

Silverman, Randy, and Maria Grandinette. *The Changing Role of Book Repair in ARL Libraries*. Washington, DC.: Association of Research Library, 1993. *eBook via UTLOL*.

Book Repair Manuals and Miscellaneous Repair Instructions

BonaDea, Artemis. "Conservation Book Repair: A Training Manual." Alaska Historical Library. Alaska State Library, 1995. Web. 3 Jan 2011. <http://www.library.state.ak.us/hist/conman.html>

"Conserve-O-Grams." National Park Service Museum Management Program. National Park Service, n.d. Web. 3 Jan 2011.
http://www.nps.gov/museum/publications/conserveogram/cons_toc.html.

Dyal, Carole, and Pete Merrill-Oldham. "Three Basic Book Repair Procedures." BookArts Web. Acme Bookbinding, n.d. Web. 3 Jan 2011.

<http://www.philobiblon.com/bkrepair/BookRepair.html>.

Frost, Gary. "Collections Conservation Procedure Manual." University of Iowa Libraries. University of Iowa Libraries, 2004. Web. 3 Jan 2011.

<http://www.lib.uiowa.edu/libraryfiles/preservation/full%20manual%202004.pdf>

"Preservation Leaflets." Northeast Document Conservation Center. Northeast Document Conservation Center, n.d. Web. 3 Jan 2011. <http://www.nedcc.org/resources/leaflets.list.php>.

"A Simple Book Repair Manual." Dartmouth College Library. Dartmouth College Library, n.d. Web. 3 Jan 2011. <http://www.dartmouth.edu/~library/preservation/repair/index.html>.

Young, Laura S. Bookbinding & conservation by hand: a working guide. New Castle, DE: Oak Knoll Press, 1995. Print. Available in anteroom.

Conservation

Appelbaum, Barbara. Conservation treatment methodology. New York, NY: Elsevier, 2007. Print.