

This brochure has been prepared in response to requests received each year from individuals with small collections of books, photographs and/or family documents they wish to preserve.

Every part of a book, document, or work of art (which may include paper, cloth, leather, photographic emulsions, inks, pigments, plastics, adhesives, etc.) reacts to its environment and will deteriorate with age. This process can be slowed by keeping your collection in a stable environment.

The environment is made up of four components: **heat, relative humidity, light, and pollutants.** The ideal environment is cool, clean, dry, and dimly lit. High heat, especially with high relative humidity, rapidly accelerates deterioration.

Heat

Avoid storing any collection in an area that stays very warm or experiences extreme temperature fluctuations, such as your attic or garage. As a rule, 65-70°F is best for collections.

Relative Humidity

Library materials respond to fluctuations in relative humidity (RH) by losing and gaining moisture. It is more important to maintain a stable environment than to maintain a specific RH. Evidence of fluctuating RH damage is cockled paper, flaking or cracked photograph emulsions, warped book covers, warped and/or cracked vellum and parchment documents and books.

RH is related to temperature. Under normal conditions, if your room temperature is stable, the RH probably is too.

In Colorado and other arid regions the RH is naturally low. This causes some items to become brittle. **There are advantages to low (30%) RH:**

- Slower absorption of pollutants
- Less damage due to light exposure
- Less change in moisture content
- Greater stability

Emergencies

A water disaster requires an immediate response. Wet books and paper will begin to grow mold in less than 48 hours; and mold spreads *fast*.

● Remove and stabilize all wet materials

- Freeze them immediately.
- If the emergency is small, wet books can be stood up on end and air dried in an open, well-ventilated space.
- Controlled exposure to sunlight will kill mold spores. Segregate moldy or wet books from the rest of your collection until you are sure they are clean and dry.

● Dry and stabilize the environment

- Use fans to move the air.
- Use a wet-dry vacuum.
- Check all carpeting/flooring under heavy furniture (like bookshelves).

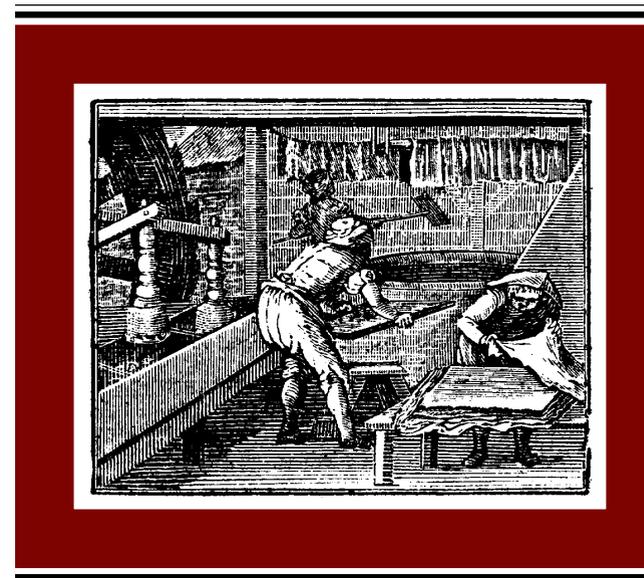
Light

Exposure to light accelerates the deterioration of all organic materials. An object exposed to low light for a long period of time will deteriorate just as much as an object exposed to strong light for a shorter period. Ultraviolet (UV) light is the most damaging; both sunlight and fluorescent light are high in UV.

In Colorado, with its sunny weather and high altitude, extremely high UV levels are a fact of life and a constant danger to collections as well as to people. The less direct light, the better.

- Don't display works of art on walls that are opposite windows
- Place bookshelves on walls that are not exposed to direct sun
- Place valuable or fragile items in an archival enclosure to protect them from any light exposure. If exposure to light cannot be minimized, UV filters are available* for specific applications.

* see reverse for resource list



Pollutants

In the home library, particulates (dust, crumbs, etc.) are a problem. Particulates are abrasive and attract pests such as insects and mice.

Clean dusty books before opening to prevent dust from falling inside. **To dust a book:**

- Hold the book tightly closed while removing it from the shelf.
- Use a cloth treated to pick up dust (*One Wipes** are good); draw the cloth across the head of the book from the spine to the outside edge.
- Dust the rest of the outside of the book. Do not rub or scrub with the cloth.

Shelve books with the spine out. The books should support each other, but should not be packed tightly.

Line book shelves with polyester (an inert, transparent plastic)* to preclude any problems caused by wooden or painted shelving.

Store oversize books or documents flat.

Support the hinges of books on display to prevent strain (and possible breakage). Never display a book open to the same spot for an extended length of time.

HANDLING & REPAIR OF VALUABLE MATERIALS

Place fragile or valuable items in a protective enclosure to minimize exposure to light, dust, pollutants, and handling, then leave alone. Restrain any impulse to "fix it up" which will devalue the piece.

- Don't use pressure sensitive tapes (Scotch tape for example). These stain and embrittle paper and are very difficult to remove. Instead, wrap and store a damaged item in an acid-free enclosure* until it can be professionally treated.
- Don't laminate (sealing items in plastic with heat). This process cannot be reversed. Encapsulation (placing an item between sheets of polyester film), is a good archival alternative. Polyester sleeves can be purchased pre-sealed on two or three sides.*
- Don't touch the emulsion surface of photographs.

Hire an expert* to undertake conservation procedures such as washing, deacidifying, and repair of paper, rebinding, fumigation or photo restoration.

For more information on caring for your collection, refer to the materials on preservation available at the library. They may be accessed in the JCPL catalog (<http://jefferson.lib.co.us>) under the subject heading: "Myra Jo Moon Memorial Preservation Reference Collection." The collection can also be accessed through Prospector. All of the titles in the collection are available through Inter-Library Loan.

If a document is too fragile to handle, a photocopy on archival paper is an excellent way to retain the content of the piece. Use the copy and tuck the original away for safe keeping.

Books

A B C for Book Collectors 002.075

John Carter, 1995
Glossary of book terminology

Archives and Manuscripts:

Conservation 025.84

Mary Lynn Ritzenthaler, 1984.
A classic in the library preservation field

The Bloomsbury Review

Booklover's Guide 027.1

Patricia Jean Wagner, 1996.
General information for the home library.

**Care and Identification of 19th-century
Photographic Prints** 771.46

James M. Reilly, 1986.

Care of Fine Books 025.7

Jane Greenfield, 1988.
General information for the home library

**Caring for your Family Treasures: Heritage
Preservation** 745.10288

Richard W. Long, 2000.
Practical guide to caring for objects of value.

**Cleaning and Preserving Bindings
and Related Materials** Q 025.7

Carolyn Horton, 1969.
Common-sense procedures for library collections.

**The Permanence and Care of Color
Photographs** Q 770.283

Henry Wilhelm, 1993.

Videorecordings

**Into the future: on the preservation of
knowledge in the electronic age** VC 025.84

Terry Sanders, 1997.
Problems faced when preserving digital media.

**Slow Fires: On the Preservation
of the Human Record** VC025.8

American Film Foundation, 1987.
*Excellent introduction to the problem
of brittle books aimed at the general public.*

PRESERVATION WEBSITES

**American Institute for Conservation of
Historic & Artistic Works (AIC)**

<http://aic.stanford.edu>
Caring for Your Treasures; Selecting a Conservator

Colorado Preservation Alliance

<http://www.archives.state.co.us/cpa>
state and local resources; links to national sites

Conservation Online (CoOL)

<http://palimpsest.stanford.edu/>
complete resource

Heritage Emergency National Task Force

<http://www.heritagepreservation.org/>
*Tips for handling water-damaged valuables and
for cleaning family treasures.*

Image Permanence Institute

www.rit.edu/ipi
*Learn more about your collection environment by
downloading the Preservation Calculator; good
information on the preservation of photographs.*

NorthEast Document Conservation Center

www.nedcc.org
complete resource

ARCHIVAL SUPPLIES

Gaylord Archival Storage Materials

1-800-448-6160
www.gaylord.com
*Ask for their series of excellent pamphlets on
basic preservation, available at no charge.*

Light Impressions

1-800-828-6216
www.lightimpressionsdirect.com
specializing in display and storage of photographs

Metal Edge

1-800-862-2228
www.metaledgeinc.com
specializing in archival storage materials

University Products

1-800-628-1912
www.universityproducts.com
specializing in archival storage materials

Vendors will send a free catalog upon request.

JEFFERSON COUNTY PUBLIC LIBRARY

<http://jefferson.lib.co.us> (Your Online Library)
TTY (720) 963-6647

ADMINISTRATION

10200 W. 20th Ave.
Lakewood, CO 80215 (303) 232-7114
Monday - Friday 8:00 a.m. - 5:00 p.m.

LIBRARY HOURS

ARVADA 8555 W. 57th Ave. Arvada, CO 80002 (303) 424-5527	EVERGREEN 5000 Hwy. 73 (at Buffalo Park Rd.) Evergreen, CO 80439 (303) 674-0780
BELMAR 555 S. Allison Pkwy. Lakewood City Commons Lakewood, CO 80226 (720) 963-0900	GOLDEN 1019 Tenth St. Golden, CO 80401 (303) 279-4585
COLUMBINE 7706 W. Bowles Ave. Littleton, CO 80123 (303) 932-2690	LAKEWOOD 10200 W. 20th Ave. Lakewood, CO 80215 (303) 232-9507
STANDLEY LAKE 8485 Kipling St. Arvada, CO 80005 (303) 456-0806	

Monday - Thursday 10:00 a.m. - 9:00 p.m.
Friday & Saturday 10:00 a.m. - 5:00 p.m.
Sunday Noon - 5:00 p.m.

BOOKMOBILE - 10200 W. 20th Ave.
Lakewood, CO 80215 ... (303) 232-7114
Call for Bookmobile Information

CONIFER - Conifer High School, 10441 Highway 73
Conifer, CO 80433 (303) 982-5310
Mon-Thurs. 2:30 p.m. - 9:00 p.m.
Saturday 10:00 a.m. - 5:00 p.m.
Sunday Noon - 5:00 p.m.
CLOSED Friday

DANIELS - 1301 Union
Golden, CO 80401 (303) 238-2130
Wednesday 1:00 p.m. - 7:00 p.m.

EDGEWATER - 5843 W. 25th Ave.
Edgewater, CO 80214 (303) 237-3395
Mon., Tues. & Thurs 1:00 p.m. - 7:00 p.m.
Friday & Saturday 1:00 p.m. - 5:00 p.m.
CLOSED Wednesday and Sunday

WHEAT RIDGE - 5475 W. 32nd Ave. (32nd & Chase)
Wheat Ridge, CO 80212.. (303) 232-4417
Monday-Thursday 11:00 a.m. - 7:00 p.m.
Saturday 11:00 a.m. - 5:00 p.m.
Sunday Noon - 5:00 p.m.
CLOSED Friday

BOOK & DOCUMENT



PRESERVATION

Create
a Safe

Environment

for

Your

Home Library



Jefferson County Public Library

