

ENCAPSULATION VS. LAMINATING : PAPER BASICS

Museum School for Adults



Meet the DPM Staff



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TODAY'S AGENDA

- ▶ Elements of paper
 - Basics of Encapsulating
 - Lamination as a tool
 - ▶ Stabilization
 - ▶ Conversion
- 
- A series of several thin, white, parallel diagonal lines extending from the bottom right corner towards the center of the slide.



PRESERVE

act of preventing or neutralizing the deterioration of objects through proper storage and handling techniques.



CONSERVE

the practice of mitigating further deterioration. Reversible stabilization is any treatments that can be performed that can be undone with no ill effect to the artifact.



RESTORE

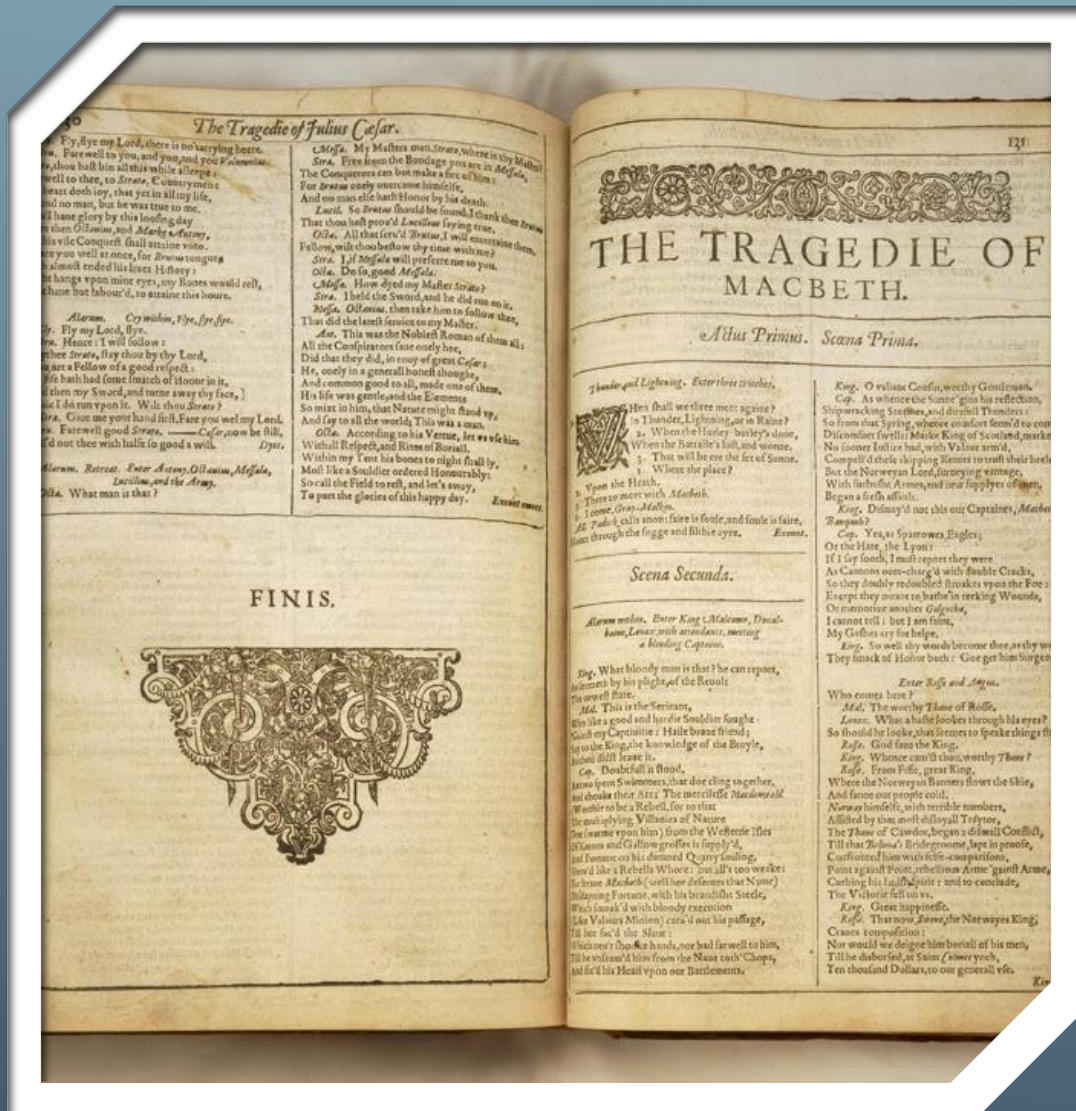
attempts to return an artifact back to its original condition.

- Restoration equals permanent change.
- “Once changed an object's provenance has also been altered and it is no longer a true document of its place in history.”

PRESERVE CONSERVE RESTORE

PAPER

- ▶ Internal Deterioration
- ▶ External Deterioration
- ▶ Stabilizing environment



- ▶ Linen or Rag Paper
- ▶ pre-1860s
- ▶ Cellulose
- ▶ mid-1800s to 1980s
- ▶ embrittlement/discoloration

OLD/NEW PAPER

First Folio, 1623

- ▶ books
 - ▶ Bibles or history books
- ▶ diaries or journals
- ▶ loose documents
 - ▶ birth, death or marriage certificates
- ▶ financial records
- ▶ legal documents & deeds
- ▶ letters, cards, postcards
- ▶ house plans
- ▶ house plans
- ▶ school reports, exam or awards certificates
- ▶ family cookbooks or recipe cards
 - ▶ especially handwritten books or cards
- ▶ newspaper cuttings
- ▶ photographs
- ▶ tickets from events and shows
- ▶ maps and medals

FAMILY ARCHIVE

PREPARING THE ORIGINAL

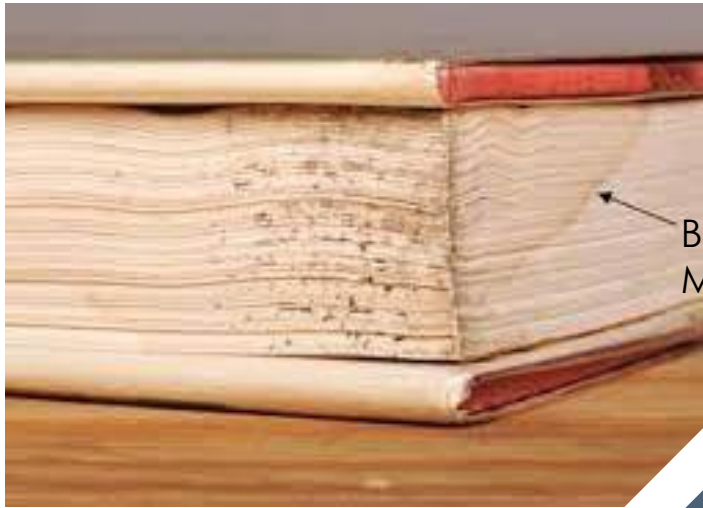
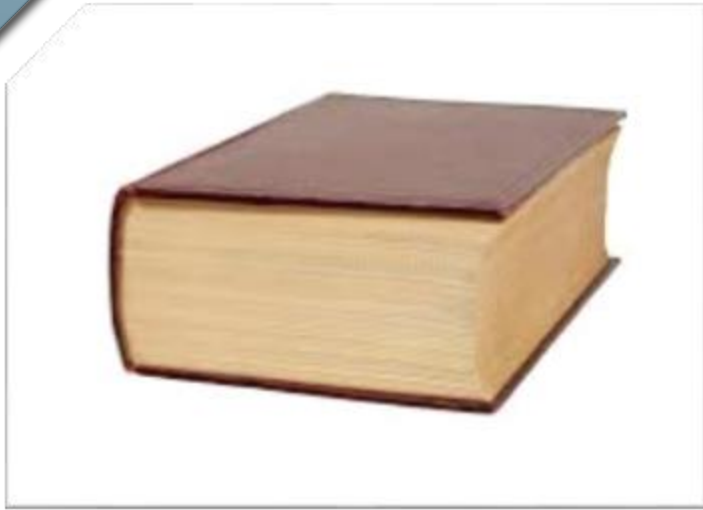


- ▶ Everything to one location
- ▶ Clean station
- ▶ Clean hands. No gloves.
- ▶ “Never do anything to an artifact that you cannot undo”
- ▶ How is it organized?
 - ▶ “Retain the context”
- ▶ All paper decays over time.
 - ▶ Virtually impossible to stop.

CARE FOR ORIGINALS

► Supplies

- Plastics > 3 types meet preservation standards
 - **polypropylene**, **polyester**, and **polyethylene**.
 - Only polyesters free of plasticizers, ultraviolet inhibitors, dyes and surface coatings are chemically stable.
- 'Wood free', 'lignin free', 'alkaline buffered', or 'permanent'
 - + "Archival quality" – alone, may not be true
- Silica gel packets (moisture deterrent)



Book mold
Moisture damage

► Store Flat

- Heavy books (bibles)
 - Stress on spine
- 'Wood free', 'lignin free', 'alkaline buffered', or 'permanent'

CARE FOR ORIGINALS

STORING THE ORIGINAL

*ideally

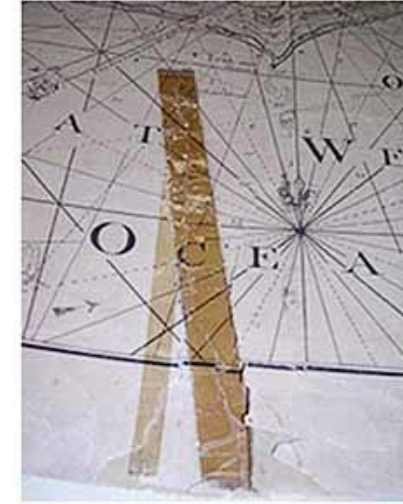
- ▶ 60-70 degrees F
- ▶ 40-50% relative humidity (RH)
- ▶ protection from light
- ▶ storage in non-damaging materials
- ▶ stored flat, protected within a rigid box or folder, or *supported* roll



A book damaged by mould



Maps rolled up without support



LL

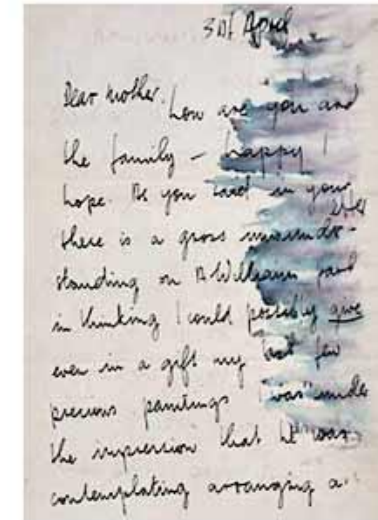
A map damaged by tape



Faded ink (contract with Chief Faku)



Yellowing newspaper print



A water stained letter

► Cloud services

► Online

- Apps: Google Photos, iCloud Photo Library, Photo Vault, etc.

► External device

- Memory card, hard drive, zip drive, etc.

► A device

- Computer/iPad/Phone

- Possible to lose the device, and your photos

3-2-1 backup standard

- 3 Copies
- 2 Different types of media (computer + external hard drive)
- 1 copy off-site (iCloud, Google Photos, etc.)

CONVERT TO DIGITAL

- ▶ Scan and save
- ▶ Upload
 - ▶ Paid/free, how big, shareable, sustainable
- ▶ Organize
- ▶ Copy to new location/device
- ▶ Send/give

SHARING



Lightroom (1TB)

The cloud-based service for people who love photography, Lightroom gives you everything you need to edit, organize, store, and share your photos across desktop, mobile, and web.

Extras

- 1TB of cloud storage
- Step-by-step tutorials
- Adobe Portfolio
- Adobe Fonts
- Behance
- Creative Cloud Libraries
- Access to the latest features

Recommended for

- Photo management
- Photo editing

AGENTS

- ▶ Chemical agents
 - ▶ Pollutants: airborne, transfer by contact, intrinsic
 - ▶ gases, aerosols, liquids or solids
- ▶ Physical agents
 - ▶ Light, air
- ▶ Mechanical trauma
 - ▶ Friction, compression
- ▶ Biological
 - ▶ Insect activity, mold, fungi, rodents

WORKSTATION

- ▶ Stay out or pack away?
 - ▶ Kitchen table vs. office area
- ▶ Potential Hazards
 - ▶ Food/Beverage
 - ▶ Pets
 - ▶ Curious people
 - ▶ Windows/doors
 - ▶ Proximity concerns (candles, etc.)



6 mil Polypropylene Presentation Pocket Variety Pack (40-Pack)

Part #: 067-VP40

PASSED
P.A.T.

Your
Story
By Gaylord Archival

\$19.35 USD

Quantity:

1

ADD TO



Gaylord Archival® Blue/Grey Drop-Front Newspaper & Oversize Print Box

PASSED
P.A.T.

Your
Story
By Gaylord Archival

\$23.49 USD

Shop by Part #:

DFBG1813

OR

Select Options Below:

Interior Size:

13W x 18L x 3"H

Quantity:



Gaylord Archival® Oversize Newspaper File Folders (10-Pack)

PASSED
P.A.T.

As low as: \$22.96 USD

Shop by Part #:

Select an Option

OR

Select Options Below:

Size:

Select an Option

Quantity:

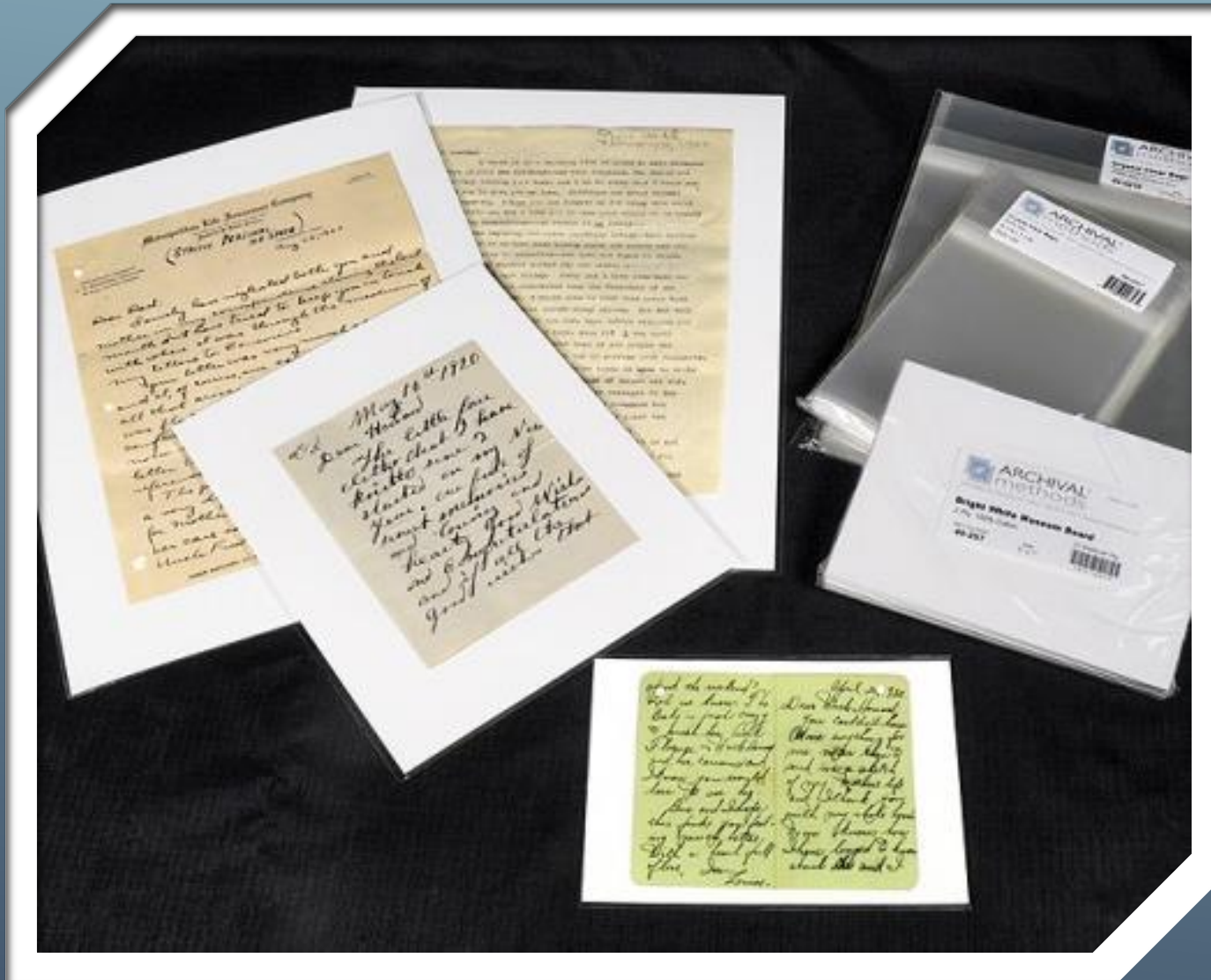
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WHAT IS MY PURPOSE ?

Preserving the *information*

Vs.

Preserving the *item*





NO GLOVES

► “In general, we do not use or provide white gloves for use with collection items. Clean, dry hands free from creams and lotions, are preferable for a majority of circumstances. **Wearing cotton gloves when handling books, manuscripts, or fragile paper items reduces manual dexterity and the sense of touch**, increasing the tendency to ‘grab’ at items.

► -- Jane Pimlott, British Library

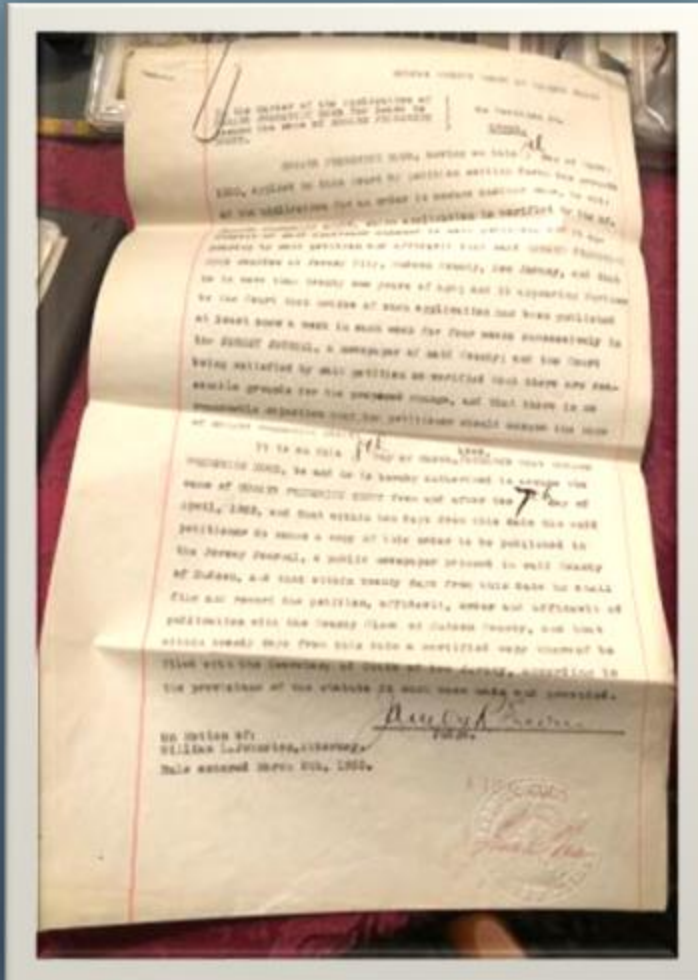
FLATTENING CURLS/CREASES

- ▶ Humidifying

- ▶ No adhesives present on original!
- ▶ Distilled water
 - ▶ (or reverse osmosis water, Natural Abundance)
- ▶ Beware of moisture application to photographs

- ▶ Slight moisture + maybe gentle weight

Remove fasteners and inspect for adhesives



Curls and creases-
loosen by degrees

Humidifier chamber



LAMINATION



Scanning through lamination

- ▶ Plastic – cellulose acetate
- ▶ Heat & Friction
- ▶ Cannot undo

ENCAPSULATION

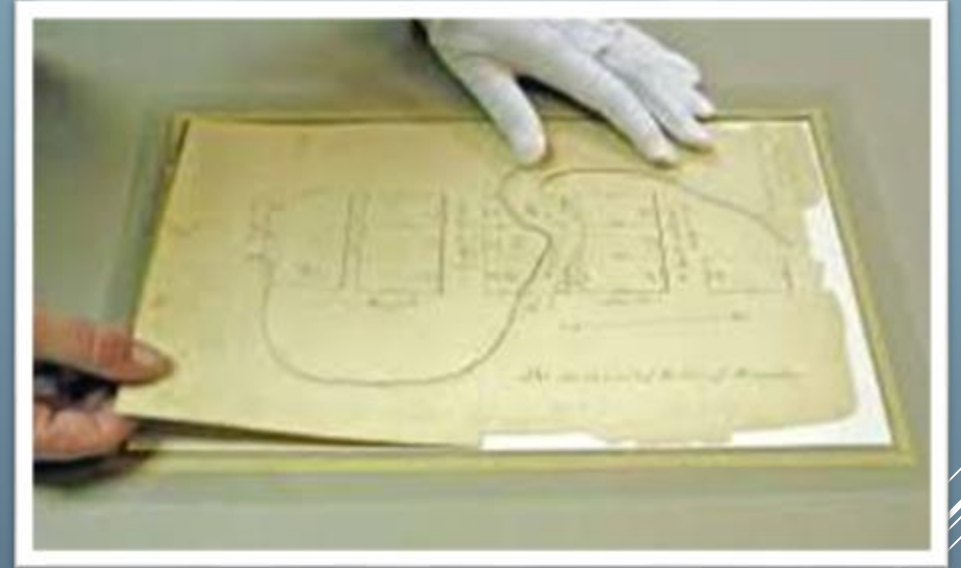
► Plastic – polyester

- Caveat -- anything that is not firmly adhered to the paper (like pastels or charcoal) should not be encapsulated in this manner. Also, gelatin emulsion photographs should not use this technique as a precaution. Mold or insect activity also should not be encapsulated.

► Encases

► Gentle handling

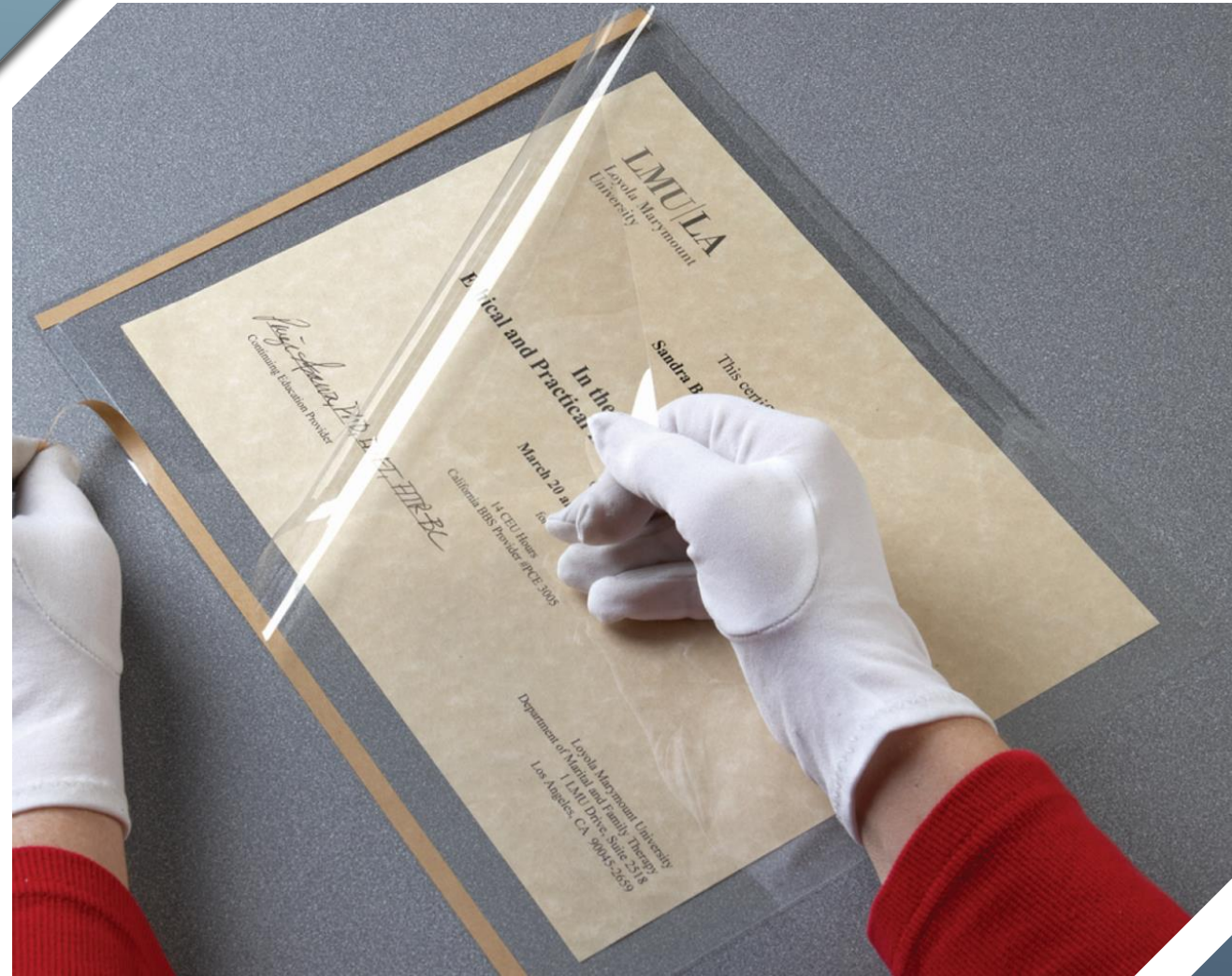
► Can be removed from casing



► *Things you will need:*

- *Double-sided tape*
 - *1/4 inch width is the best option; about the width of your pinkie finger)*
- *Polyester film aka encapsulation film*
- *Ruler (cork backed preferred)*
- *Cutting surface (like a self healing mat)*
- *Exacto knife (or something similar)*
- *Lint-free cotton cloth*
- *Smoothing implement like a small squeegee or roller*

HOW TO...



LET'S TRY IT!