

## Care and Handling of Large Format Paper Artifacts – Online Resources

### *Storage Solutions*

- Canadian Conservation Institute Notes 11/2: Storing Works on Paper  
<https://www.canada.ca/en/conservation-institute/services/conservation-preservation-publications/canadian-conservation-institute-notes/storing-works-paper.html>  
*Excellent information on the typical damages and vulnerability found, how to prepare works on paper for storage, recommended storage methods and materials, and storage environment guidelines.*
- Canadian Conservation Institute Notes 13/3: Rolled Storage for Textiles  
<https://www.canada.ca/en/conservation-institute/services/conservation-preservation-publications/canadian-conservation-institute-notes/rolled-storage-textiles.html>  
*Rolled tube storage is also an excellent space-saving system for large format paper items that can be safely rolled. Contains detailed information on how to construct inexpensive but stable rolled storage systems.*
- Canadian Conservation Institute Notes 11/5: Matting Works on Paper  
<https://www.canada.ca/en/conservation-institute/services/conservation-preservation-publications/canadian-conservation-institute-notes/matting-works-paper.html>  
*Matting large format works on paper provides very solid support during storage and also allows the objects to be safely handled and displayed. Contains detailed information on selecting appropriate matting materials as well as step-by-step instructions on how to do your own conservation matting.*
- Canadian Conservation Institute Notes 11/10: Encapsulation  
<https://www.canada.ca/en/conservation-institute/services/conservation-preservation-publications/canadian-conservation-institute-notes/encapsulation.html>  
*Encapsulation can be a safe and easy way to store and protect frequently handled large format paper artifacts. Contains detailed information on how to prepare artifacts for encapsulation followed by step-by-step instructions. However, not all types of artifacts are suitable for encapsulation – a conservator should be consulted first before encapsulating any object in your collection.*
- NEDCC Preservation 101: Session 4 – Storing Paper Collections – See Oversized Materials  
<https://www.nedcc.org/preservation101/session-4/4storing-paper-collections#oversized>  
*Part of the excellent free online Preservation 101 Course developed by the Northeast Document Conservation Center. This module contains very useful information on storing paper collections, large and small. Refers to their Preservation Leaflets where more detailed information can be found.*

- NEDCC Preservation Leaflet: Storage Solutions for Oversized Paper Artifacts  
<https://www.nedcc.org/free-resources/preservation-leaflets/4.-storage-and-handling/4.9-storage-solutions-for-oversized-paper-artifacts>

*A detailed description of storage options for large paper objects including storage furniture, boxes and folders, encapsulation, window mats and rolled storage.*

### *Handling Guidelines*

- National Archives Preservation and Archives Professionals: Oversize Records  
<http://www.archives.gov/preservation/holdings-maintenance/oversize-records.html>  
*Includes information on typical problems with oversize records, handling guidelines, when and how to unfold or unroll oversize documents, and guidelines to determine when to consult a professional conservator. Also includes some basic storage information.*
- NEDCC Preservation 101: Module 5 – Handling Collections  
<https://www.nedcc.org/preservation101/session-4/4handling-paper-collections>  
*Part of the excellent free online Preservation 101 Course developed by the Northeast Document Conservation Center. This module contains very useful information on the safe handling of paper collections, large and small. Refers to their Preservation Leaflets where more detailed information can be found.*

### *Conservation Treatment*

- “The Treatment of Oversize Paper Artifacts”, Gary Albright and T.K. McClintock, AIC Book & Paper Group Annual, 1982.  
<http://cool.conservation-us.org/coolaic/sg/bpg/annual/v01/bp01-01.html>  
*Although intended for conservation professionals, this article provides a good overview of the types of conservation treatments typically performed on large format paper artifacts. This is not meant as a guideline for treatments you should conduct yourself, but instead can give you a better understanding of what a conservator will most likely recommend for treatment as well as some of the special circumstances a conservator must consider when treating oversize objects.*

If you have any questions about how to handle, store or display any of the large format paper artifacts in your collection, Works on Paper would be happy to provide you with customized advice as well as proposals for conservation treatment if necessary. Please contact us if you have any questions or would like additional information.