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ACKNOWLEDGMENTS

This bibliography is a compilation of books, articles, and video tapes that are available for loan without charge to cultural institutions in Minnesota from the Minnesota Historical Society Conservation Outreach Program. This lending library was created in 1990 for the Preservation Outreach Program of the Society under a grant from the Legislative Commission for Minnesota Resources.

Since 1990, the lending library (and its bibliography) has been augmented and revised several times to delete material that was out of date, replace items that were superseded by new editions or better information, and to add newly published material. Some of the individuals who have contributed to creating and suggesting new items for the lending library are: Deborah Bede, Lori Leirdahl Benson, Celeste Brosenne, Susan Heald, Bob Herskovitz, Kathy Ludwig, David Nystuen, and Paul Storch.

The preparation, printing and distribution of this bibliography, as well the addition of new resources to the lending library were supported in part by a grant from the Land O'Lakes Foundation.

Bob Herskovitz
Chief Conservator
April, 2000

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GENERAL PRESERVATION INFORMATION

Buck, Rebecca A. and Jean Allman Gilmore. *The New Museum Registration Methods*. Washington, DC: American Association of Museums, 1998.

This is revised and updated edition that remains a basic reference source for anyone in museum work. Registration procedures, storage and care of objects, insurance, packing and shipping loans, computerization of registration records, and more are thoroughly covered.

Fisher, Charles E. and Hugh C. Miller, eds. *Caring For Your Historic House*. New York: Harry N. Abrams, Inc., 1998.

This is an excellent companion volume to Caring For Your Collections, also published by Heritage Preservation, Washington, DC It contains 20 chapters written by experts in their respective areas: Why Care about Your Historic House?; Getting To Know Your House; Establishing A Maintenance Plan; Structural Systems; Roofs; Exterior Masonry; Wooden Windows; Exterior Paints And Other Finishes; Plaster; Wallpapers; Interior Paints And Other Finishes; Interior Woodwork; Flooring And Floor Finishes; Heating, Cooling, and Ventilating Systems; Kitchens and Bathrooms; Lighting and Light Systems; Fire Protection; Appraisals, Insurance, Preservation Easements, and Estate Planning.

Green, Sara Wolf, ed. *The Conservation Assessment: A Tool for Planning, Implementation and Fundraising*. Marina del Rey: Getty Conservation Institute and the National Institute for the Conservation of Cultural Property, 1990.

This publication offers a methodology for gathering, interpreting, and reporting the types of information that museum professionals believe are essential to successful collections care policies and practices. Forms and guidelines for formal building and collection assessment are included.

Motylewski, Karen. "What an Institution Can Do to Survey Its Own Preservation Needs." Andover, MA: Northeast Document Conservation Center, 1989.

National Committee to Save America's Cultural Collections. *Caring For Your Collections*. New York : Harry N. Abrams, 1992.

This is a book written for the general public that contains chapters with information and recommendations on paintings, works of art on paper, furniture, textiles, and ethnographic objects to tips on security, authenticating your collections, appraising and insuring. Each chapter was written by an expert in that field or specialty. This is a very good guide to use as a starting place or a book to give you an introduction to preservation for collections in the home.

National Institute for the Conservation of Cultural Property. *Collections Care: A Selected Bibliography*. Washington, DC: National Institute for Conservation, 1990.

This bibliography was developed as part of the Collections Care Information Service. Citations were chosen and annotated by subject experts. Subjects range from basic collections care to environmental controls. The materials included range from basic to very technical.

National Park Service. *Conserve O Gram* series, Washington, DC: National Park Service, Department of the Interior, various dates.

Various titles are available on preservation issues surrounding museum objects, books, archives, natural history collections, etc. The Introduction defines the audience and some of the terms used throughout the series. The bibliography lists the entire set of leaflets available in the Conserve O Gram series. The series is now available on-line at: http://www.cr.nps.gov/csd/publications/conservoogram/cons_toc.html

Oklahoma Field Advisory Service. *The Source: A Reference Manual for Museums*, Oklahoma City: Oklahoma Museums Association, 1990.

Contains materials regarding organizing a new museum, managing staff, legal responsibilities, collections management, safety and security, museum collections on exhibit, publicity, programming, grants, and volunteer recruitment.

Paris, Jan. "Choosing and Working With a Conservator." in *Preservation of Library & Archival Materials*. 3d ed. Andover, MA: Northeast Document Conservation Center, 1999.

Raphael, Toby. *Exhibit Conservation Guidelines*. Washington, DC: National Park Service, 1999.

This excellent new resource is a CD-ROM that is Mac and PC compatible. It has an autostart feature and requires Mac running System 7.1 or better or Windows 95 or better for PC's. Included are 370 pages of text divided into 4 major sections: Exhibit Planning, General Design, Case Design, and Fabrication and Installation. There are also 49 technical notes, 40 case details and illustrations, and 6 figures and tables. Naming just one of many, there is a very informative section (#5) on exhibit case construction materials containing 10 separate Notes or sections that will benefit everyone, whether a novice or experienced, who is designing or fabricating exhibit cases. This is a very useful and important resource.

Sandwith, Hermione and Shelia Stainton. *The National Trust Manual of Housekeeping*, New York: Penguin USA, 1986.

Published by the National Trust of Great Britain and intended for a British audience, the manual provides expert advice about housekeeping that is of much value to American audiences. Particularly relevant for those working with historic collections of in historic houses, the book offers practical tips regarding caring for old and valuable possessions.

Sturman, Shelley G, (with Martin Burke and Doris A. Hamburg). "Guidelines for Selecting a Conservator." Washington, DC: American Institute for Conservation of Historic and Artistic Works, 1991.

This is a pamphlet published by the professional organization of conservators in the United States.

DISASTER PLANNING AND RECOVERY

Archives Library Information Center Bibliographies. *Disaster Planning*. Washington, DC: National Archives and Record Administration, 1990.

Detailed annotated bibliography of books and articles pertaining to all aspects of disaster planning; some of the cited materials may be difficult to obtain.

Barton, John P. and Joanna G. Wellheiser. *An Ounce of Prevention: A Handbook on Disaster Contingency Planning for Archives, Libraries and Record Centers*. Ontario: Toronto Area Archivists Group Education Foundation, 1985.

One of the most practical and comprehensive manuals published on disaster prevention, planning and recovery. Includes information on three dimensional artifacts.

Fortson, Judith. *Disaster Planning and Recovery : A How-to-do-it Manual for Librarians and Archivists*. New York: Neal-Schuman Publishers, 1992.

Minnesota Historical Society. *Disaster Preparedness Plan for Minnesota History Center* (revised and abridged for outside distribution). St. Paul: Minnesota Historical Society, 1997.

This abridged version of the MHS disaster plan gives procedures for the basic phases of response - discovery and notification, assessment, and recovery. Detailed procedures for salvage of water damaged material are included for the entire range of collections held by archives, libraries, and museums. The recovery procedures are available on-line at <http://www.mnhs.org/prepast/conserved/recovery/recovery.html>.

Lord, Allyn, Carolyn Reno and Marie Demeroukas. *Steal This Handbook! A Template for Creating a Museum's Emergency Preparedness Plan*. Columbia, SC: Southeastern Registrars Association, 1994.

Murray, Toby. *Basic Guidelines for Disaster Planning in Oklahoma*. Tulsa, OK: University of Tulsa, 1990.

Ogden, Shereilyn, ed. *Preservation of Library & Archival Materials: A Manual*. 3d ed. Andover, Mass.: Northeast Document Conservation Center, 1999. (Note: This is also available on-line at: <http://www.nedcc.org>.)

There are 12 leaflets in section 3 that deals with Emergency Management. Included are: An Introduction to Fire Detection, Alarm, and Automatic Fire Sprinklers (3/2), Emergency Salvage of Wet Photographs (3/8), Emergency Salvage of Moldy Books and Paper (3/9), and Protecting Collections During Renovation (3/10).

Price, Lois Olcott. "Mold—Managing a Mold Invasion: Guidelines for Disaster Response." Technical Series no. 1. Philadelphia: Conservation Center for Art and Historic Artifacts, 1994.

Basic guidelines to deal with a mold outbreak in paper collections. Includes identification, health concerns, eradication, and follow-up response. Further readings and disaster recovery services are also listed.

Solley, Thomas T., Joan Williams and Linda Baden. *PLANNING FOR EMERGENCIES. A Guide for Museums*. Washington, DC: Association of Art Directors, 1987.

Prepared by the Committee on Museum Operation of the Association of Art Museum Directors, this guide offers a general overview of emergency prevention and response and examines specific potential disasters—from flood and fires to earthquakes and vandalism—from the vantage points of prevention, crisis and aftermath. An up-to-date bibliography, emergency materials checklist and sample incident report forms are included.

Walsh, Betty. "Salvage Operations for Water Damaged Collections." *Western Association for Art Conservation Newsletter* 10, May 1988.

Includes a chart that is an excellent, succinct instructions of basic salvage procedures.

Waters, Peter. *Salvage of Water-Damaged Library Materials*. Washington, DC: Library of Congress, 1979.

ENVIRONMENT

General Information

Appelbaum, Barbara. *A Guide to Environmental Protection of Collections*. Madison, CT: Sound View Press, 1991.

Canadian Conservation Institute. "Protecting Objects on Exhibition." *Preventive Conservation in Museums*. Ottawa: Canadian Conservation Institute, 1995.

Number eight in this informative series of videotapes about preservation, this tape applies to museum, library and archive collections.

Doyle, Beth and Bob Herskovitz. "Getting a Handle on Museum Environments." in *Minnesota History Interpreter*, vol. 26, no. 3. St. Paul: Minnesota Historical Society, March 1999. (Note: This is available on-line at: <http://www.mnhs.org/preserve/treasures/index.html>.)

A general overview of environmental monitoring in a museum, library, or archive with an explanation and suggestions on: The importance of environmental control; What can you do?; What's been done; Testing the environment; and Equipment available for loan to institutions in Minnesota.

Lull, William P. with Paul N. Banks. *Conservation Environment Guidelines for Libraries and Archives*. Ottawa: Canadian Council of Archives, 1995.

Minnesota Historical Society. *Environmental Test Kit Manual*. St. Paul: Minnesota Historical Society, March 1999.

This 16 page manual accompanies the test kit of instruments and supplies that MHS loans free of charge to institutions in Minnesota. It describes how to use the visible light meter and the UV light meter that is contained in the kit. It briefly describes how light damages objects and suggests procedures for monitoring light in collections use and storage spaces. A sample form for recording light levels is included.

Ogden, Shereilyn, ed. *Preservation of Library & Archival Materials: A Manual*. 3d ed. Andover, MA: Northeast Document Conservation Center, 1999. (note: This is also available on-line at: <http://www.nedcc.org>.)

The newest edition of this book contains the following leaflets: Temperature, Relative Humidity, Light, and Air Quality: Basic Guideline for Preservation; Monitoring Temperature and Relative Humidity; Getting Function From Design: Making Systems Work; Protecting Paper and Book Collections During Exhibition.

Peever, Mary. "Closing a Museum for the Winter." *CCI Notes* 1/3. Ottawa: Canadian Conservation Institute, 1988.

Contains practical information on a topic that is rarely discussed in print.

Shelley, Marjorie. *The Care and Handling of Art Objects: Practices in The Metropolitan Museum of Art*. New York: Metropolitan Museum of Art, 1987.

This handbook, designed originally for Metropolitan Museum of Art staff, contains basic information on the care and handling of museum objects on display, in transit, and in storage.

Stolow, Nathan. *Conservation and Exhibitions: Packing, Transport, Storage and Environmental Considerations*. London: Butterworths, 1987.

Detailed information on packing and transporting works of art for traveling exhibitions.

Thomson, Garry. *The Museum Environment*. 2d ed. London: Butterworths, 1986.

Light, humidity and air pollution are discussed in this standard reference work. Defines issues that would assist curatorial staff; limited practical advice, however, on the details of equipment, applications or project management.

Light and Lighting

Canadian Conservation Institute. "Light and Lighting." *Preventive Conservation in Museums*. Ottawa: Canadian Conservation Institute, 1995.

This is the second in a series of video tapes on preventive conservation.

———. "Track Lighting." *CCI Notes 2/3*. Ottawa, Canada: Canadian Conservation Institute, 1992.

Description of the characteristics and advantages of using track lighting in museums and galleries. Revised from an earlier version.

———. "Ultraviolet Filters." *CCI Notes 2/1*. Ottawa, Canada: Canadian Conservation Institute, 1994.

Revised from an earlier version, this discusses filters for fluorescent bulbs and for windows. Its' recommendation for the maximum UV level, however, is out of date; the current recommendation of light sensitive material is 10 microwatts per lumen.

Illuminating Engineering Society of North America. *Museum and Art Gallery Lighting: a Recommended Practice*. New York: Illuminating Engineering Society of North America, 1996.

This is a published draft of a standard that is being considered by IESNA for eventual inclusion in their IESNA Lighting Handbook which is updated and republished periodically.

Kerschner, Richard L. "Light—Its Effects on Artifacts." *Shelburne Museum Care of Collections Information Paper 5*. Shelburne, VT: The Shelburne Museum, 1988.

Lafontaine, Raymond H. "Fluorescent Lamps." *Technical Bulletin 7*. Ottawa, Canada: Canadian Conservation Institute, 1982.

Lull, William P. and Linda E. Merk. "Lighting for Storage of Museum Collections: Developing a System for Safekeeping of Light-Sensitive Materials." *Technology & Conservation* 7, no. 2, pp. 20-25, 1982.

One of the few discussions specifically on lighting in storage, this article compares the options and explains why high pressure sodium lighting was selected.

———. "Preservation Aspects of Display Lighting." *Electrical Consultant*, November/December, pp. 8-9 ff, 1982.

Discussion of the concepts of lighting sources, systems and treatments. Suggested sources, wattage and mounting distances are provided.

Minnesota Historical Society. *Environmental Test Kit Manual*. St. Paul, Minnesota Historical Society, March 1999.

This is the 16 page manual that accompanies the test kit of instruments and supplies that MHS loans free of charge to institutions in Minnesota. It describes how to use the visible light meter and the UV light meter that is contained in the kit. It briefly describes how light damages objects and suggests procedures for monitoring light in collections use and storage spaces. A sample form for recording light levels is included.

Ogden, Sherelyn, ed. *Preservation of Library & Archival Materials: A Manual*. 3d ed. Andover, MA: Northeast Document Conservation Center, 1999. (note: This is also available on-line at: <http://www.nedcc.org>.)

The newest edition of this book contains 50 leaflets including: Protection from Light Damage.

Sheetz, Ron and Charles Fisher. "Reducing Visible and Ultraviolet Light Damage to Interior Wood Finishes." *Preservation Tech Notes, Museum Collections Number 2*. Washington, DC: US Department of the Interior, National Park Service, 1990.

A seven page article that includes description and results of a 10 year fade test and preventive measures that can be taken to protect furniture and furnishings. This is a practical, non-technical article.

Thomson, Garry. *The Museum Environment*. 2d ed. London: Butterworths, 1986.

Light, humidity and air pollution are discussed in this standard reference work. Defines issues that would assist curatorial staff; limited practical advice, however, on the details of equipment, applications or project management.

Relative Humidity and Temperature

Canadian Conservation Institute. "Relative Humidity and Temperature." *Preventive Conservation in Museums*. Ottawa: Canadian Conservation Institute, 1995.

Number three in this informative series of videotapes about preservation.

Cumberland, Donald R., Jr. "Calibration of Hygrometers and Hygrothermographs." *Conserve O Gram* 3/2. Washington, DC: National Park Service, 1993.

Herskovitz, Robert, Lori Leirdahl and Paul S. Storch. *Manual for the ACR Temperature & Relative Humidity Logger*. St. Paul: Minnesota Historical Society, 1995 (rev).

This is the 4 page manual that accompanies the datalogger that MHS loans to institutions in Minnesota. The manual explains how to use the datalogger and the information that it records.

Leviton, Alan. "Datalogger Applications in Monitoring The Museum Environment." *Conserve O Gram* 3/3, 1995 (rev.).

In addition to discussion about procedures such as data sampling, retrieval, and manipulation, about half of this technical leaflet is a discussion about the different kinds of dataloggers available.

Sebor, Andrew J. "Heating, Ventilation, and Air-Conditioning Systems." in Carolyn Rose and Amparo de Torres, eds. *Storage of Natural History Collections: A Preventive Conservation Approach*, pp. 135-146. Iowa City, IA: Society for the Preservation of Natural History Collection, 1996.

PEST MANAGEMENT

Alpert, Gary D. and L. Michael Alpert. "Integrated Pest Management: A Program for Museums." Cambridge, MA.: Archos, Inc.

Canadian Conservation Institute. "Examining for Insect Infestation." *CCI Notes* 3/1. Ottawa: Canadian Conservation Institute, 1986.

Chicora Foundation. "Managing Pests in Your Collections." Columbia, South Carolina, 1994.

(also available on-line at <http://palimpsest.stanford.edu> under the "Pest Management" section).

In addition to describing an IPM program, there is a good discussion of making effect use of a pest control company and of contracting for pest control services when needed, including advice on what to include in a contract.

Florian, Mary-Lou E. "The Freezing Process—Effects on Insects and Artifact Materials." *Leather Conservation News* 3, no.1, Fall 1986.

Jessup, Wendy Claire. "Pest Management Notes: Establishing a Pest Monitoring Program for Museums." *Illinois Heritage Association Technical Insert* 41, 1989.

Mallis, Arnold. *Handbook of Pest Control*. 7th ed. Cleveland: Franzak & Foster Co., 1990.

Nyberg, Sandra. "The Invasion of the Giant Spore." *SOLINET Preservation Program Leaflet* 5, November 1987.

Price, Lois Olcott. "Managing a Mold Invasion: Guidelines for Disaster Response." *Technical Series* no. 1. Philadelphia: Conservation Center for Art and Historic Artifacts, 1994.

Raphael, Toby. "Effects of Paradichlorobenzene on Museum Objects." *Conserve O Gram* 3/13. Washington, DC: National Park Service, 1985.

Raphael, Toby. "Paradichlorobenzene Health and Safety Update." *Conserve O Gram* 3/14. Washington, DC: National Park Service, 1985.

Zycherman, Lynda A. and Richard Schrock, eds. *A Guide to Museum Pest Control*. Washington, DC: Foundation of the American Institute for Conservation of Historic and Artistic Works and the Association of Systematics Collections, 1988.

The second edition of Pest Control in Museums: A Status report (1980). The new edition retains the most important and useful chapters from the first edition and adds an excellent bibliography and very important chapters on the effects of pesticides on museum materials and human health hazards. The chapter on Integrated Pest Management, although basic, provides an overview of this topic in museums.

SECURITY, HEALTH AND SAFETY

Adams-Graf, Diane and Claudia J. Nicholson. "Thinking Ahead about Museum Protection: An Ounce of prevention is worth a pound of cure." In *Minnesota History Interpreter*, vol. 27, no. 3, pp. 3-6. St. Paul, MN: Minnesota Historical Society, March 2000. (Note: This is available on-line at: <http://www.mnhs.org/preserve/treasures/index.html>.)

American Association for Industrial Security Standing Committee on Museum, Library and Archive Security. *Suggested Guidelines In Museum Security*. Arlington, VA: American Society for Industrial Security, 1989.

This book is cited in the Tech Talk by Adams-Graf and Nicholson on museum security published in the March 2000 issue of Minnesota History Interpreter (see above).

Buck, Rebecca A. and Jean Allman Gilmore. *The New Museum Registration Methods*. Washington, DC: American Association of Museums, 1998.

This is a revised and updated edition that remains a basic reference source for anyone in museum work. Registration procedures, storage and care of objects, insurance, packing and shipping loans, computerization of registration records, and more are thoroughly covered. This book is cited in the Tech Talk by Adams-Graf and Nicholson on museum security published in the March 2000 issue of Minnesota History Interpreter (see above).

Hawks, Catherine A. and Stephen L. Williams. "Arsenic in Natural History Collections." *Leather Conservation News* 2, no. 2, Spring 1986.

Hunter, John E. "Fabricating Secure Hangers For Framed Works Of Art." *Conserve O Gram* 2/7. Washington, DC: National Park Service, 1994.

ICOM and the International Committee on Museum Security. *Museum Security and Protection, A Handbook for Cultural Institutions*. New York: Routledge, 1993.

This book is cited in the Tech Talk by Adams-Graf and Nicholson on museum security published in the March 2000 issue of Minnesota History Interpreter (see above).

Keck, Caroline. *Primer on Museum Security*. Cooperstown, NY: New York State Historical Association, 1966.

Knapp, Anthony M. "Arsenic Health and Safety Update." *Conserve O Gram* 2/3. Washington, DC: National Park Service, 1993.

———. "Dichlorvos (Vapona) Update." *Conserve O Gram* 2/4. Washington, DC: National Park Service, 1993.

———. "Ethylene Oxide Health and Safety Update." *Conserve O Gram* 2/2. Washington, DC: National Park Service, 1993.

———. "Hazardous Materials Health and Safety Update." *Conserve O Gram* 2/1. Washington, DC: National Park Service, 1993.

Liston, David, ed. *Museum Security and Protection: A Handbook for Cultural Heritage Institutions*. New York: Routledge, 1993.

McCann, Michael. *Artist Beware. The Hazards and Precautions in Working with Art and Craft Material*. 2d ed. New York: Lyons and Burford, 1992.

National Fire Protection Association. *NFPA 909. Standard for the Protection of Cultural Resources, Including Museums, Libraries, Places of Worship and Historic Properties*. Quincy, MA: National Fire Protection Association, 1997.

———. *NFPA 914. Recommended Practice for Fire Protection in Historic Structures*. Quincy, MA: National Fire Protection Association, 1994.

Shaw, Susan and Monona Rossol. *Overexposure: Health Hazards in Photography*. 2d ed. New York: Allworth Press, 1991.

Wilson, Mathew. "Tamper-Resistant Fasteners For Museum Exhibit Cases." *Conserve O Gram* 2/9. Washington, DC: National Park Service, 1995.

STORAGE

Bachmann, Konstanze, ed. *Conservation Concerns. A Guide for Collectors and Curators*. Washington, DC: Smithsonian Institution Press, 1992.

Many of the chapters in this book were originally published as bulletins by the New York State Conservation Consultancy. Chapters applicable to this section of this bibliography are: Construction Materials for Storage and Exhibit, Principles of Storage.

Hatchfield, Pamela and Jane Carpenter. *Formaldehyde: How Great Is The Danger To Museum Collections?* Cambridge, MA: Center for Conservation and Technical Studies, Harvard University Art Museums, 1987.

A thorough publication reviewing the research conducted on the effect of formaldehyde on various museum materials. Also discusses the sources of the problem and presents various possible solutions.

Hilberry, John D. and Susan Kalb Weinberg. "Museum Collections Storage." Parts 1, 2 and 3, *Museum News* 59, March/April, May/June, July/August 1981: pp. 7-21, 5-23, 49-60.

Aspects of planning, designing and implementing safe and secure storage of museum collections in both new and old buildings. Discusses master plans, conservation standards, climate control, air cleanliness, lighting, temperature and humidity, and water damage.

Kerschner, Richard L. "Notes on Materials for Storage of Artifacts." *Shelburne Museum Care of Collections Information Paper* 9. Shelburne, VT: The Shelburne Museum, nd.

———. "Securing Artifacts on Display." *Shelburne Museum Care of Collections Information Paper* 6. Shelburne, VT: The Shelburne Museum, nd.

National Park Service. *Conserve O Gram*. Washington, DC: National Park Service, various dates.

There are currently 11 Conserve O Grams in section 4 (Museum Collections Storage) and 2 more in section 5 (Ethnographic collections). They have been published at different times and each has an individual author. Some examples of the individual titles are: Museum Storage Cabinets (# 4/1); Dust Covers for Open Steel Shelving (# 4/2); Buffered and Unbuffered Storage Materials (# 4/9); Determining Museum Storage Equipment Needs (# 4/10); Determining Museum Storage Space Requirements (# 4/11) ; Storage Supports for Basket Collections (# 5/1).

Ogden, Shereilyn, ed. *Preservation of Library & Archival Materials: A Manual*. 3d ed. Andover, MA: Northeast Document Conservation Center, 1999. (note: This is also available on-line at: <http://www.nedcc.org>.)

The newest edition of this book contains 11 leaflets in the section on storage and handling including: Storage Methods and Handling Practices; Storage Furniture: A Brief Review of Options.

Rose, Carolyn L., Catherine A. Hawks and Hugh Genoways, eds. *Storage of Natural History Collections: A Preventive Conservation Approach*. Pittsburgh: Society for the Preservation of Natural History Collections, 1995.

Volume I of a pair of very useful books that are applicable to collections other than natural history. It is organized into five sections: Creating and Managing Storage Facilities; Creating and Managing Storage Environments; Selecting and Testing Storage Equipment and Materials; Storage of Archival Collections and Collection Documentation; Funding for Collections Care.

Rose, Carolyn L. and Amparo R. de Torres, eds. *Storage of Natural History Collections: Ideas and Practical Solutions*. Pittsburgh: Society for the Preservation of Natural History Collections, 1992.

This is Volume II, the, the very useful companion to the previous listing. It is organized into seven sections: Supports; Covers; Containers; Environmental Control; Labels; General Guidelines, Miscellaneous Collections; Appendices. This book contains numerous chapters on a wide range of problems and solutions for storage with practical solutions. Section I on supports, for example, has sub-sections covering Paper and Boards, Trays, Drawers, Hangers, Three-Dimensional Supports, Pallets, Racks and Frames, Shelving, and Tubes. Each sub-section contains two or more papers with a specific storage solution.

BOOKS

Canadian Conservation Institute. "Display Methods for Books." *CCI Notes* 11/8. Ottawa: Canadian Conservation Institute, 1994.

This is number 14 in the series of video tapes on conservation. This introduction to paper conservation covers factors of deterioration, environmental control, controlling light levels, good housekeeping, care and handling, storage procedures, mounting and framing paper artifacts, and unsuitable materials.

Library Binding Institute. *Standards for Library Binding*. 8th ed. Rochester, NY: Library Binding Institute, 1986.

Lowry, Marcia Duncan. "Preservation and Conservation in Small Libraries." *Small Libraries Publications* no. 15. Chicago: American Library Association, 1989.

Lull, William P. *Conservation Environment Guidelines for Libraries and Archives in New York State*. Albany, NY: The New York State Program for the Conservation and Preservation of Library Research Materials, 1990.

Merrill-Oldham, Jan and Paul Parisi. *A Librarian's Guide to the LBI Standard*. Chicago: American Library Association, 1990.

Clarifies material covered in Standards in Library Binding.

Nathanson, David. "What Makes a Book 'Rare'?" *Conserve O Gram* 19/1. Washington, DC: National Park Service, 1993.

Nathanson, David and Diane Vogt-O'Connor. "Care and Security of Rare Books." *Conserve O Gram* 19/2. Washington, DC: National Park Service, 1993.

Basic guidelines for the care of books, pamphlets, and other similar materials. Touches on environment, security, preservation, housing, etc.

Ogden, Sherelyn, ed. *Preservation of Library & Archival Materials: A Manual*. 3d ed. Andover, MA: Northeast Document Conservation Center, 1999. (note: This is also available on-line at: <http://www.nedcc.org>.)

The newest edition of this book contains 50 leaflets in six sections covering topics such as: Conservation Treatment for Bound Materials of Value; Cleaning Books and Shelves; Protecting Books with Custom-Fitted Boxes; Emergency Salvage of Wet Books and Records; Emergency Salvage of Moldy Books and Paper; Selection of Suitable-Quality Storage Enclosures for Books and Artifacts on Paper.

Zucker, Barbara. *Scrapbooks and Albums: Their Care and Conservation*. Illinois Cooperative Conservation Program, Illinois Historical Societies and Museums, October, 1985.

FURNITURE AND WOOD

Barclay, R., R. Eames and A. Todd. "Care of Wooden Objects." *Technical Bulletin 8*. Ottawa: Canadian Conservation Institute, 1980.

Gill, Kathryn. "Upholstery Conservation." in *Conservation Concerns. A Guide for Collectors and Curators*. Konstanze Bachmann, ed. Washington, DC: Smithsonian Institution Press, 1992.

Kerschner, Richard L. "Care and Maintenance of Decoys." *Shelburne Museum Care of Collections Information Paper 7*. Shelburne, VT: The Shelburne Museum, nd.

———. "Care of Wood Furniture." *Shelburne Museum Care of Collections Information Paper 2*. Shelburne, VT: The Shelburne Museum, nd.

Klim, Susan. "Furniture Conservation." in *Conservation Concerns. A Guide for Collectors and Curators*. Konstanze Bachmann, ed. Washington, DC: Smithsonian Institution Press, 1992.

Levitan, Alan. "Dusting Wooden Objects." *Conserve O Gram 7/5*. Washington, DC: National Park Service, 1993.

———. "Emergency Treatments for Water-Soaked Furniture And Wooden Objects." *Conserve O Gram 7/7*. Washington, DC: National Park Service, 1993.

———. "Upholstered Furniture: Agents of Deterioration." *Conserve O Gram 7/4*. Washington, DC: National Park Service, 1993.

McGiffin, Robert F. *Furniture Care and Conservation*. 2d ed. Nashville, Tenn.: American Association of State and Local History, 1989.

A guide about cleaning and maintaining furniture written for museum professionals who are not trained in conservation, it describes the best practices and provides information about avoiding harmful materials.

Sheetz, Ralph. "Butchers Wax on Wood Floors." *Conserve O Gram 7/4*. Washington, DC: National Park Service, 1974.

———. "Cleaning Wood Furniture." *Conserve O Gram 7/2*. Washington, DC: National Park Service, 1988.

———. "Protecting Wood With Preservatives and Water Repellents." *Conserve O Gram 7/3*. Washington, DC: National Park Service, 1993.

———. "Silicone In Furniture Waxes And Polishes." *Conserve O Gram 7/3*. Washington, DC: National Park Service, 1993.

———. "Some Do's and Don'ts on the Care of Museum Furniture." *Conserve O Gram 7/1*. Washington, DC: National Park Service, 1974.

———. "Waxing Furniture And Wooden Objects." *Conserve O Gram 7/2*. Washington, DC: National Park Service, 1993.

Sheetz, Ron and Charles Fisher. "Reducing Visible and Ultraviolet Light Damage to Interior Wood Finishes." *Preservation Tech Notes, Museum Collections Number 2*. Washington, DC: US Department of the Interior, National Park Service, 1990.

A seven page article that includes description and results of a 10 year fade test and preventive measures that can be taken to protect furniture and furnishings. This is a practical, non-technical article.

Williams, Marc A. *Keeping It All Together: The Preservation and Care of Historic Furniture*. Worthington, OH: Ohio Antique Review, Inc., 1990.

Topics include history and ethics of furniture conservation, technology of wood, adhesives and finishes, and deterioration due to temperature and relative humidity, light, environmental contaminants and pests.

LEATHER AND SKIN

Canadian Conservation Institute. "Care of Alum, Vegetable, and Mineral Tanned Leather." *CCI Notes* 18/2. Ottawa: Canadian Conservation Institute, 1992.

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Covers definition, ideal conditions for storage, illumination and handling, as well as cleaning. Cautions against dangers in handling specimens that were treated previously with arsenic or DDT.

———. "Removing Mould from Leather." *CCI Notes* 8/1. Ottawa: Canadian Conservation Institute, 1993.

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McCrary, Ellen and Toby Raphael. "Leather Dressing: To Dress Or Not To Dress." *Conserve O Gram* 9/1. Washington, DC: National Park Service, 1993.

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———. "Basic Handling of Paintings." *CCI Notes* 10/13. Ottawa: Canadian Conservation Institute, 1993.

———. "Cleaning Paintings - Precautions." *CCI Notes* 10/1. Ottawa: Canadian Conservation Institute, 1995.

———. "Condition Reporting - Paintings." *CCI Notes* 10/7. Ottawa: Canadian Conservation Institute, 1993.

Discusses condition reports and procedures for conducting them, including examination techniques, tools, lighting, photographic documentation and reporting techniques.

———. "Emergency Treatment for Water-Damaged Paintings on Canvas." *CCI Notes* 10/5. Ottawa: Canadian Conservation Institute, 1986.

———. "Environmental and Display Guidelines for Paintings." *CCI Notes* 10/4. Ottawa: Canadian Conservation Institute, 1993.

Discusses basic environmental concerns that should be addressed when displaying paintings. Topics include lighting, relative humidity, temperature, atmospheric pollution.

———. “Framing a Painting.” *CCI Notes* 10/8. Ottawa: Canadian Conservation Institute, 1993

This leaflet discusses all aspects of framing a painting such as protective edge strips, fitting and modifying the frame, securing the painting in the frame, glazing, and special cases such as wood panels or paintings on rigid card. It is well illustrated with line drawings.

———. “Keying Out of Paintings.” *CCI Notes* 10/9. Ottawa: Canadian Conservation Institute, 1988.

Explains what keys are, their role in preserving a painting, when re-keying is needed, and procedures for keying out.

———. “Making Padded Blocks.” *CCI Notes* 10/2. Ottawa: Canadian Conservation Institute, 1995.

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———. “Removing a Painting from its Frame.” *CCI Notes* 10/12. Ottawa: Canadian Conservation Institute, 1993.

———. “Storage and Display Guidelines for Paintings.” *CCI Notes* 10/3. Ottawa: Canadian Conservation Institute, 1993.

Includes instructions for making hanging storage screens and slotted storage shelves for paintings.

Keck, Caroline. *A Handbook on the Care of Paintings*. American Association for State and Local History, 1965.

Knapp, Anthony M. and Pam West. “Storage Screens for Paintings.” *Conserve O Gram* 12/1 Washington, DC: National Park Service, 1993.

Moser, Kenneth S. “Painting Storage: A Basic Guideline.” in *Conservation Concerns. A Guide for Collectors and Curators*. Konstanze Bachmann, ed. Washington, DC: Smithsonian Institution Press, 1992.

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von Nostitz, Charles. “When is it Time to Call a Paintings Conservator?” in *Conservation Concerns. A Guide for Collectors and Curators*. Konstanze Bachmann, ed. Washington, DC: Smithsonian Institution Press, 1992.

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———. "Storing Works on Paper." *CCI Notes* 11/2. Ottawa: Canadian Conservation Institute, 1995.

Considerations on basic environmental conditions and types of storage for paper and archival material.

Clapp, Anne R. *Curatorial Care of Works of Art on Paper*. New York: Lyons and Burford, 1987.

Detailed discussion of the effects of an uncontrolled environment on paper objects. Sections describe documentation of condition, conservator's treatment procedures, storage and housing of works and materials needed for general care of paper collections.

Ellis, Margaret Holben. *The Care of Prints and Drawings*. Nashville, TN.: American Association of State and Local History, 1987.

Provides clear and detailed information on the conservation of prints and drawings with discussions about parchment and paper as supports, media, matting, hinging and framing, storage and environmental control, and basic conservation procedures.

Ludwig, Kathy and Bryan Johnson. "Preserving Newspapers: When and How To." in *Minnesota History Interpreter*, vol. 24, no. 3. St. Paul: Minnesota Historical Society, March 1997. (Note: This is available on-line at: <http://www.mnhs.org/preserve/treasures/index.html>.)

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A brief but useful review of the current options for duplication.

Canadian Conservation Institute. "Care of Photographic Materials." *CCI Notes* 16/1. Ottawa: Canadian Conservation Institute, 1995.

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Hendricks, Klaus B. "Warning Signs: When Photographs Need Conservation." in *Conservation Concerns. A Guide for Collectors and Curators*. Konstanze Bachmann, ed. Washington, DC: Smithsonian Institution Press, 1992.

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A thorough, authoritative guide to the care, storage and preservation of photographs. After discussing the importance of conserving photographs, the authors describe how to process prints for permanence, how to mat and frame photographs for protection and displays, and how to store photographs to ensure maximum longevity. The final chapter explores the safeguarding of old and antique photographs.

Mortenson, Eric. "Digitizing Photographic Images as a Preservation Tool." in *Minnesota History Interpreter*, vol. 26, no. 7. St. Paul, MN: Minnesota Historical Society, July 1998.

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Reilly, James M. *Care and Identification of 19th Century Photographic Prints*, Rochester, NY: Eastman Kodak Co., 1986.

A readable description of photographic processes with a usable chart. Advice on care, handling, environmental conditions, storage, emergency response, display and collections management included.

———. *Storage Guide for Color Photographic Materials*. Albany, NY: University of the State of New York, 1998.

Includes background information on the stability of color materials, determining the life expectancy of color materials, use of the wheel (included) and time-out-of-storage table, what are "Reasonable and Rational" storage conditions for color photographs?, and cool and cold storage in practice.

Ritzenthaler, Mary Lynn, Gerald J. Munoff and Margery S. Long. *Archives and Manuscripts: Administration of Photographic Collections*. Chicago: Society of American Archivists, 1984.

Addresses all aspects of managing photographic collections, from appraisal and accession to research and publication. Preservation is specifically addressed in one chapter, but is discussed throughout the entire book. A fundamental reference tool for any institution with photographic collections.

Santoro, Karen, ed. *IPI Storage Guide for Acetate Film*. Rochester, NY: Image Permanence Institute, 1993.

A relatively thorough guide to identification of film types (nitrate, safety, etc.), deterioration mechanisms, vinegar syndrome, and film storage. Extensive bibliography includes ANSI standard references.

Wilhelm, Henry and Carol Brower. *The Permanence and Care of Color Photographs: Traditional and Digital Color Prints, Color Negatives, Slides, and Motion Pictures*. Grinnel, IA: Preservation Publishing Co., 1993.

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Has sections listing resources for: audio/visual preservation services and activities; Internet; bibliographic; education; equipment and supplies; and an index grouped by categories, e.g., re-mastering, repair/restoration, treatment services, etc. Some listings may be dated, but still quite a useful resource, especially for getting started.

McWilliams, Jerry. *Preservation and Restoration of Sound Recordings*. Nashville, TN: American Association of State and Local History, 1979.

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Advantage and disadvantages of flat storage; prioritizing and preparing for storage.

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Instructions for preparing padded hangers, additional support for the waist and dust covers for costumes.

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Byrne, Greg S. "Ceramics and Glass, Preventative Conservation." *Conserve O Gram* 8/1. Washington, DC: National Park Service, 1978.

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