



MINNESOTA HISTORICAL SOCIETY

PAPER: COATED

[Including linen drawings (drafting cloth) and paper with sensitized coatings such as thermo fax and FAX copies.]

Priority: **Coated paper must not be allowed to air dry in a clump or it will permanently block together.** If saturated, freeze within six hours for subsequent vacuum freeze-drying. If damp, separate and air dry before items have an opportunity to dry.

Handling Precautions: Physical manipulation should be kept to a minimum to avoid disruption of the water soluble coating and media which can result in loss of information.

Preparation For Drying: Air Drying - Secure a clean, dry environment where the temperature and humidity are as low as possible. Equipment needed: flat surfaces for drying; fans and extension cords; dehumidifier; moisture meter; sheets of polyester film, non-stick interleaving material such as freezer, waxed or silicone release paper or polyester non-woven fabric.

Freezing - Equipment needed: milk crates; cardboard boxes for large items; large flat supports such as bread trays or pieces of plywood; freezer, waxed or silicone release paper or polyester non-woven fabric.

Remove drawers from flat files; ship and freeze stacked with 1" x 2" strips of wood between each drawer. Framed or matted items must be removed from frames and mats prior to drying. See **PAPER: FRAMED OR MATTED, PREPARATION FOR DRYING.**

Supplies Needed

- bread trays
- blotter paper
- bookends/bricks
- dehumidifier
- extension cords
- freezer or waxed paper
- fans
- masking tape
- Hollytex (polyester spunbond fabric)
- plywood sheets
- scissors
- newsprint (sheets or rolls)
- polyethylene film
- plexiglass sheets
- pliers, screw driver, tin snips
- sponges
- polyester film
- milk crates or Rescubes
- silicon release paper

Drying Methods: Air Drying - This technique is most suitable for small numbers of records which are damp or water-damaged around the edges. Coated Paper requires that each and every page be interleaved with a non-stick material such as silicone release paper, Hollytex or wax paper.

Damp material - Lay single sheets or small groups of interleaved records on paper covered flat surfaces. If small clumps of records are fanned out to dry, they should be turned at regular intervals to encourage evaporation from both sides.

If an item exhibits water-soluble media, allow it to dry face up. Do not attempt to blot the item since blotting may result in offsetting water-soluble components. Wet blotter or uninked newsprint should be changed and removed from the drying area.

Wet material - When separating saturated paper, use extra caution to support large sheets. If sheets are contained in flat files, standing water should be sponged out first. If items are in L-sleeves the polyester must be removed to allow drying. Cut the two sealed edges of the film between the item and the seal. Roll back the top piece of polyester in a diagonal direction. If there are any apparent problems with the paper support or media, stop and seek the assistance of a Conservator. Support can be given to single sheets by placing a piece of polyester film on the top of the document. Rub the film gently and then slowly lift the film while at the same time peeling off the top sheet in a diagonal direction. Lay the sheet flat; as it dries, it will separate from the surface of the film.

Keep the air moving at all times using fans. Direct fans into the air and away from the drying records. Use dehumidifiers as needed to maintain humidity at or below 50% RH.

Freezing - Freezing is best if there are large quantities of damp materials or if the water damage is extensive. Place manuscript boxes in milk crates or cardboard boxes. If time permits, interleave each manuscript box with freezer or waxed paper. If the boxes have been discarded, interleave every two inches of foldered material with freezer or waxed paper.

Specify vacuum freeze drying for coated paper and linen drawings; do not use vacuum thermal drying.

Pack flat sheets in bread trays, flat boxes, or on plywood sheets covered with polyethylene. Bundle rolled items loosely and place horizontally in boxes lined with a release layer.

Do not freeze framed items. Remove frame assemblage before freezing. See **PAPER: FRAMED OR MATTER, PREPARATION FOR DRYING.**