## Salvage At A Glance, Part I: Paper Based Collections

Material	Priority	Handling Precautions	Packing Method	Drying Method
Paper Documen	its and Mani	ıscrıpts		
Stable media	Freeze or dry within 48 hours.	Don't separate single sheets.	Interleave between folders and pack in milk crates or cartons.	Air, vacuum, or freeze dry.
Friable media (pastels, chalks)	Immediately freeze or dry.	Do not blot.	Interleave between folders and pack in milk crates or cartons.	Air or freeze dry.
Soluble inks (felt pens, colored pens, ball point pens)	Immediately freeze or dry.	Do not blot.	Interleave between folders and pack in milk crates or cartons.	Air or freeze dry.

## Maps and Plans

Maps and I fails	•			
Stable media	Freeze or dry within 48 hours.	Use extra caution if folded or rolled.	Pack in map drawers, bread trays, flat boxes, on heavy cardboard or poly-covered plywood.	Air or freeze dry.
Soluble media (maps and plans by photo reproductive processes; hand- colored maps)	Immediately freeze or dry.	Do not blot.	Interleave between folders and pack as above.	Air or freeze dry.
Drafting linens	Immediately freeze or dry.	Avoid pressure, inks can smear.	Pack like soluble media (see above) in containers lined with plastic.	Air or freeze dry. Air dry by sepa- rating sheets and interleaving.
Maps on coated papers	Immediately freeze or dry.		Pack like soluble media (see above) in containers lined with plastic.	Freeze drying preferred.

Material	Priority	Handling Precautions	Packing Method	Drying Method			
Books	Books						
Books and pamphlets	Freeze or dry within 48 hours.	Do not open or close. Do not separate covers.	Separate with freezer paper; pack spine down in milk crate or polypropylene box, one layer deep.	Air, vacuum, or freeze dry. Air dry by fanning pages and interleaving.			
Leather and vellum bindings	Immediately dry or freeze if there are many.	See above.	See above.	Air dry.			
Books and periodicals with coated papers	Immediately freeze or dry.	See above.	Pack spine down in containers lined with garbage bags.	Freeze drying pre- ferred. Air dry by fanning pages and interleaving.			

Parchment and Vellum Manuscripts

Immediately freeze or dry.		Air or freeze dry. Do not freeze dry gilded
	size materials flat.	or illuminated manuscripts.

## Works of Art on Paper

T aper			
Freeze or dry	Don't separate	Interleave between	Air, vacuum, or freeze
within 48	single sheets.	folders and pack in	dry.
hours.	Ü	milk crates or polypropylene cartons.	·
Freeze or dry within 48 hours.	Use extra caution if folded or rolled.	Pack in map drawers, bread trays, flat boxes, on	Damp—air or freeze dry. Wet—freeze drying
		heavy cardboard or poly-covered plywood.	preferred.
Freeze or dry within 48 hours.	Handle glass with care.	Unframe if possible, then pack as above.	Once unframed and unmatted, air or freeze dry.
	Freeze or dry within 48 hours.  Freeze or dry within 48 hours.  Freeze or dry within 48 hours.	Freeze or dry within 48 hours.  Don't separate single sheets.  Freeze or dry within 48 hours.  Use extra caution if folded or rolled.  Freeze or dry within 48 with care.	Freeze or dry within 48 hours.  Freeze or dry within 48 with care.  Freeze or dry within 48 with care.

Material	Priority	Handling Precautions	Packing Method	Drying Method
Soluble media (watercolors, soluble inks, and hand colored prints)	Immediately freeze or dry.	Do not blot.	Interleave between folders and pack in milk crates or polypropylene cartons.	Air or freeze dry.
Coated papers (such as posters)	Immediately freeze or dry.		If freezing, keep wet in containers lined with garbage bags.	Freeze drying pre- ferred. Air dry by separating pages and interleaving.

## **Black and White Photographic Prints**

Albumen prints  Matte and glossy collodion prints	Freeze or dry within 48 hours.  Freeze or dry within 48 hours.	Do not touch binder with bare hands.  Avoid abrasion. Do not touch with	Interleave between groups of photographs.	Air dry or thaw and air dry.  Air dry, thaw and air dry, or freeze dry.
Silver gelatin printing out and developing out papers	Freeze or dry within 48 hours.	Do not touch emulsion with bare hands.	If freezing, keep wet. Pack in plastic bags inside boxes.	Order of preference: Air dry Thaw and air dry Freeze dry DO NOT vacuum dry.
Carbon prints and Woodburytypes	Immediately freeze or dry.	Handle carefully; binder can swell.	Pack horizontally.	Air dry or thaw and air dry.
Photomechanical prints (collotypes, photogravures) Cyanotypes	Freeze or dry within 48 hours.	Do not separate single sheets.	Interleave every 2" and pack in boxes or crates.	Air dry or freeze dry.

Material	Priority	Handling Precautions	Packing Method	Drying Method
Color Photogra	phs			
Dye transfer prints	Package to prevent damage. Recovery rate is poor. Immediately dry.	Do not touch emulsion.	Transport horizon-tally.	Air dry face up.
Chromogenic prints and negatives	Freeze or dry within 48 hours.	Do not touch binder with bare hands.	If freezing, keep wet. Pack in plas- tic bags inside boxes.	Order of preference: Air dry Thaw and air dry Freeze dry DO NOT vacuum dry.

**Cased Photographs** 

Casea I notogra	T			
Ambrotypes	Recovery	Handle with	Pack horizontally	Air dry face up. Never
Pannotypes	rate is low. Immediately dry.	care. Extremely fragile binder. Glass supports.	in a padded container.	freeze.
Daguerreotypes	Immediately dry.	Handle with care. Fragile surface and cover glass.	Pack horizontally in a padded container.	Air dry face up. Never freeze.
Tintypes	Immediately dry.	Handle with care. Fragile binder.	Pack horizontally.	Air dry. Never freeze.

This *Conserve O Gram* was adapted from "Salvage Operations for Water Damaged Archival Collections: A Second Glance" and "Salvage at a Glance" in *WAAC Newsletter*, Vol. 19, No. 2, May 1997, by permission of the author, Betty Walsh. <a href="http://palimpsest.stanford.edu/waac/wn/wn19/wn19-2/wn19-206.html">http://palimpsest.stanford.edu/waac/wn/wn19/wn19-2/wn19-206.html</a>

The Conserve O Gram series is published as a reference on collections management and curatorial issues. Mention of a product, a manufacturer, or a supplier by name in this publication does not constitute an endorsement of that product or supplier by the National Park Service. Sources named are not all inclusive. It is suggested that readers also seek alternative product and vendor information in order to assess the full range of available supplies and equipment.

The series is distributed to all NPS units and is available to non-NPS institutions and interested individuals on line at <a href="http://www.cr.nps.gov/museum/publications/conserveogram/cons\_toc.html">http://www.cr.nps.gov/museum/publications/conserveogram/cons\_toc.html</a>. For further information and guidance concerning any of the topics or procedures addressed in the series, contact NPS Museum Management Program, 1849 C Street NW (NC 230), Washington, DC 20240; (202) 343-8142.