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the lending library (and its bibliography) has been augmented and revised several times to delete material that was out of date, replace items that were superseeded by new editions or better information, and to add newly published material.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.

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Bob Herskovitz
Chief Conservator
April, 2000

TABLE OF CONTENTS

General Preservation Information .................................................. Pages 1 - 3
Disaster Planning and Recovery ..................................................... Pages 3 - 4
Environment
  General Information ............................................................... Pages 4 - 6
  Light and Lighting ................................................................. Pages 6 - 7
  Relative Humidity and Temperature ......................................... Page 8
Pest Management ....................................................................... Pages 8 - 9
Security, Health and Safety ....................................................... Pages 9 - 11
Storage ..................................................................................... Pages 11 - 12

Specific Collections
Books ................................................................. Page 13
Furniture and Wood .......................................................... Pages 14 - 15
Leather and Skin ............................................................... Pages 15
Microforms ................................................................. Page 16
Paintings ................................................................. Pages 16 - 17
Paper and Archives .......................................................... Pages 18
Photographs ................................................................. Pages 19 - 21
Sound Recordings and Magnetic Media .................................... Page 21
Textiles ................................................................. Pages 22 - 23
Three-Dimensional Artifacts .................................................. Pages 24 - 26
GENERAL PRESERVATION INFORMATION


*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.*


*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.*


*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.*


*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.*

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.


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/conserveogram/cons_toc.html


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.


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.


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.

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

**DISASTER PLANNING AND RECOVERY**


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


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


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/conserve/recovery/recovery.html.


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).


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.


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.


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


ENVIRONMENT

General Information


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

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.


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.


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.


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


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.


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

*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**


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


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


*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.*


*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.*


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


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


> 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.


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


> 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.


> 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


*Number three in this informative series of videotapes about preservation.*


*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.*


*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.*


PEST MANAGEMENT


*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.*


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


*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).*


*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).*


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.


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.


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.


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).


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*.


*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*.


*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 1 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


_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._


_Clarifies material covered in Standards in Library Binding._


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


_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._

FURNITURE AND WOOD


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.


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.


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


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.


Discusses reasons why leather can grow mold. Provides methods for solving this problem, creating storage conditions to prevent recurrence of mold growth.


This is adapted from an article by the same authors originally published in Leather Conservation News, vol. 1, no. 2, December 1983.


MICROFORMS


A short description of film types, standards, quality control, storage environments and enclosures, equipment. Includes a “Select Bibliography for Microform Managers.”


PAINTINGS


*Explains why all paintings should have backing boards and describes how to make and install backing boards.*


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


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

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.


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


Instructions on making padded blocks that are recommended for use when storing or handling or paintings.


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


Paper and Archives


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


*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.*


*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.*


The newest edition of this book contains 50 leaflets in six sections covering topics such as: Storage Solutions for Oversized Paper Artifacts; Flattening and Framing for Art and Artifacts on Paper; Surface Cleaning of Paper; Repairing Paper Artifacts; Relaxing and Flattening Paper by Humidification; How to Do Your Own Matting and Hinging; Conservation Treatment for Work of Art and Unbound Artifacts on Paper.


An essential manual for those responsible for institutional archives. Gives information and practical suggestions for the care and storage of paper items unique to historical manuscripts within the museum.


**PHOTOGRAPHS**


Includes a good review of the advantages and disadvantages of paper and plastic enclosures.


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


Includes leaflets on caring for black-and-white and color photographic materials, glass plate negatives, and encased photographs.


Comprehensive guide on preservation; thorough, well organized, and clear.


*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.*


*(Note: This is available on-line at: http://www.mnhs.org/preserve/treasures/index.html.)*


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


*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.*


*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.*


*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.*

*Details the color photographic processes and their storage and care needs. A very thorough and detailed reference for anyone that has color images in their collection.*


**SOUND RECORDINGS AND MAGNETIC MEDIA**

“The Handling and Storage of Magnetic Recording Tape.” *Retentivity*. St. Paul, MN: Magnetic Audio/Video Products Division/3M.

“Magnetic Tape Erasure—How Serious is the Threat.” *Retentivity*. St. Paul, MN: Magnetic Audio/Video Products Division/3M.


*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.*


*This readable report describes the make-up of magnetic media and what can go wrong with it, life expectancy, and how you can prevent magnetic tape from premature degradation. It contains tips and guidance on storage and handling.*
**TEXTILES**


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

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


   *Advantages of rolled storage for textiles and instructions for creating rolled storage.*


   *Discussion on methods and supports to store shoes, bonnets and hats, purses, gloves, fans and parasols.*


This brief video is an introduction to the topic. It discusses the main causes of deterioration, preventive action in storage, and exhibiting textiles.


A basic manual on techniques for the display and storage of textiles.


THREE-DIMENSIONAL OBJECTS


*Chapters include:* Ethics and the Use of Instruments; Instruments in Their Environment; General Care of Musical Instrument Collections; Materials; Basic Conservation Treatments; Basic Maintenance of Playing Instruments; and, Documentation.


———. “Care of Basketry.” *CCI Notes* 6/2. Ottawa, Canada: Canadian Conservation Institute, 1983.


*Effects of temperature, relative humidity and light are discussed. Basic storage, handling, display and cleaning procedures are also discussed.*


*Description of the physical characteristics of those organic materials and the effect of environmental conditions. Basic storage, handling and cleaning procedures are also discussed.*

———. “Care of Machinery Artifacts Displayed or Stored Outside.” *CCI Notes* 15/2. Ottawa: Canadian Conservation Institute, 1993.


*Effects of temperature, relative humidity and light are discussed. Also basic storage, handling, display and cleaning procedures.*

—.  “Care of Quillwork.”  *CCI Notes* 6/5.  Ottawa: Canadian Conservation Institute, 1991.  *Effects of temperature, relative humidity and light are discussed. Also basic storage, handling, display and cleaning procedures.*


