



MINNESOTA HISTORICAL SOCIETY

**PAPER: FRAMED OR MATTED, PREPARATION FOR DRYING**

Priority: Wet paper must be frozen or air dried within 48 hours. Framed and matted items must be disassembled prior to air drying or freezing.

Handling                    Caution must be exercised so as to not puncture or tear the wet paper artifact in  
Precautions:                the process of removing the frame, gazing and mounting materials.

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

Preparation For Drying: Place frame face down on a smooth, flat surface covered with blotter paper or plastic bubble pack. Carefully remove dust seal and hardware (place these metal pieces in a container so that they do not come in contact with the wet paper and inadvertently cause damage). Check if the paper object is adhered to rabbet of frame by gently pushing up on the glazing to see that the assemblage will release without resistance. Place a piece of board (mat board, masonite or plexiglass) over the back of the frame with all contents still in place. Using two hands, invert frame assemblage so that the glass and image are facing up. Lift off the frame then lift off the glass.

When the paper is in direct contact with the glass, carefully remove them together and lay face down on a flat surface. Consult a Conservator if the paper is sticking to the glazing.

If the glass is broken, the pieces may be held together with masking tape applied lightly over the breaks. The frame may then be laid face down and the paper removed from the back. If pieces of glass have dropped behind the remaining glass, hold the frame in a vertical position to remove the mat and/or paper.

To remove the item from its mat, place the image facing up. Lift window mat board carefully and detach paper object from back mat by carefully cutting hinges. If the object is attached firmly and directly to mat or backing board, do not attempt to remove. Proceed to air dry paper object as recommended in **PAPER: UNCOATED** or **PAPER: COATED**, as appropriate.

If difficulty is encountered at any point, consult a Conservator for assistance.