

**Preservation Best Practices for Collections Stewardship
Resource List
Session 3: Collections Care: Handling, Access, Storage, and Exhibition**

Handling

British Library Preservation Advisory Centre. *Using Collections*. London: British Library Preservation Advisory Centre, 2011.

<http://www.bl.uk/blpac/pdf/handling.pdf>

A useful booklet by the British Library Preservation Advisory Centre covering the safe handling of books, documents, and other library and archival materials. The pdf also includes links to further information and videos.

Coughlin, Mary. Object Handling Basics [Webinar] In Connecting to Collections Online Webinars, February 28, 2013.

<http://www.connectingtocollections.org/objecthandlingrecording>

A webinar covering object handling basics including when to use gloves, carts, baskets, and trays by an assistant professor from the Museum Studies program at The George Washington University.

“Guidelines for Handling Archival Material” – The Alexander Architectural Archive, The University of Texas Libraries.

http://www.lib.utexas.edu/apl/aaa/gdlns_for_handling.html

An example of a guide for patrons on the handling archival materials at The Alexander Architectural Archive at the University of Texas.

Northeast Document Conservation Center. 4.1 Storage and Handling Practices. Northeast Document Conservation Center, 2006.

<http://www.nedcc.org/free-resources/preservation-leaflets/4.-storage-and-handling/4.1-storage-methods-and-handling-practices>

A preservation leaflet from the NEDCC covering basic storage and handling practices for a variety of objects, including bound and unbound materials.

Storage

National Park Service. “Conserve O Gram 19.23: A Phase Box for the Protection of Books.” NPS: Washington, DC, June 2001.

<http://www.nps.gov/museum/publications/conserveogram/19-23.pdf>

Directions from the National Park Service on how to construct a custom phase box for books.

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Ogden, Sheryl. 4.2 Storage Furniture: A Brief Review of Current Options. Northeast Document Conservation Center, 2006.

<http://www.nedcc.org/free-resources/preservation-leaflets/4.-storage-and-handling/4.2-storage-furniture-a-brief-review-of-current-options>

A preservation leaflet from the NEDCC that provides a useful overview of what to look for in library and archival storage furniture. In addition, the Storage and Handling series of leaflets cover a variety of relevant topics including "Storage Enclosures for Books and Artifacts on Paper," "Card Stock Enclosures for Small Books," "Storage Solutions for Oversized Paper Artifacts."

Ritzenthaler, Mary Lynn. *Guidelines for Shelving Bound Volumes*. Washington, DC: U.S. National Archives and Records Administration, 1990.

<http://www.archives.gov/preservation/storage/shelving-bound-volumes.html>

Guidelines for stacking bound volumes vertically and horizontally.

Exhibition

"Exhibit Guidelines" – University Libraries, University of Washington

<http://www.lib.washington.edu/about/news/exhibits/guidelines>

An example of exhibit guidelines at the University Libraries at the University of Washington. In addition to covering best practices for duration, handling, and supports, this set of guidelines covers a variety of other topics included in library exhibits such as location, publicity, security, and selection.

Glasner, Mary Todd. 2.5 Protecting Paper and Book Collections During Exhibition. Northeast Document Conservation Center.

<http://www.nedcc.org/free-resources/preservation-leaflets/2.-the-environment/2.5-protecting-paper-and-book-collections-during-exhibition>

A useful leaflet on exhibiting paper and book collections by the NEDCC. Includes "Five Simple Rules for Display" of artifacts on paper, cases, light, and working with conservators.

"Guidelines for Borrowing and Lending Special Collections Materials for Exhibition." Association of College and Research Libraries (ACRL). January 2012.

<http://www.ala.org/acrl/standards/specialcollections>

Guidelines for both borrowing and lending institutions from the ACRL. Includes processing loans, determining loan conditions, and handling loans.

National Information Standards Organization. *Environmental Conditions for Exhibiting Library and Archival Material*. Bethesda, MD: NISO Press, 2001.

Available at: http://www.niso.org/apps/group_public/project/details.php?project_id=41

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“Preservation Guidelines for Exhibiting Library and Archival Material” – University Libraries, University of Illinois at Urbana-Champaign

http://www.library.illinois.edu/committee/exhibit/Preservation_long.pdf

An example of a university library’s exhibition policy. Guidelines cover topics including selecting materials, temperature and RH, light, supports, cases, and labels.

Archived webinar available at: <https://infopeople.org/civicrm/event/info?reset=1&id=198>

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