

WISCONSIN  
HISTORICAL  
SOCIETY

# OVERSIZE OVERWHELMED!



# Presented by



## **OVERSIZE OVERWHELMED!**



- Dave Erickson
- Robin Carlson
- Katie Mullen

# GOALS



- Understand materials and degradation pathways
- Know good/better/best storage and handling practices
- Plan for processing collections
- Have resources at hand for further learning

# OVERSIZE FORMATS, OVERSIZE PROBLEMS

- Maps



- Architectural Records



# Maps



## Early Processes

- Hand Drawn
- Woodcut
- Engraved/Etched
- Lithography

## Later Processes

- Color Lithography
- Photomechanical
- Digital



# Architectural Records



## Early Processes

- Blueprints
- Pellet Prints
- Van Dykes
- Diazotypes

## Later Processes

- Hectographs
- Gel-lithographs
- Photo Static Prints
- Silver Halide Prints
- Electrostatic Prints
- Xerography
- CAD

# COMMON MATERIALS



## BASE MATERIALS

- Cloth (commonly linen or muslin, sometimes starched)
- Paper (handmade, machine made)
- Polyester Film
- Animal skin (parchment, vellum)

## MEDIA

- Manuscript Ink
- Oil Based Printing Ink
- Graphite
- Photomechanical

# Animal Skin



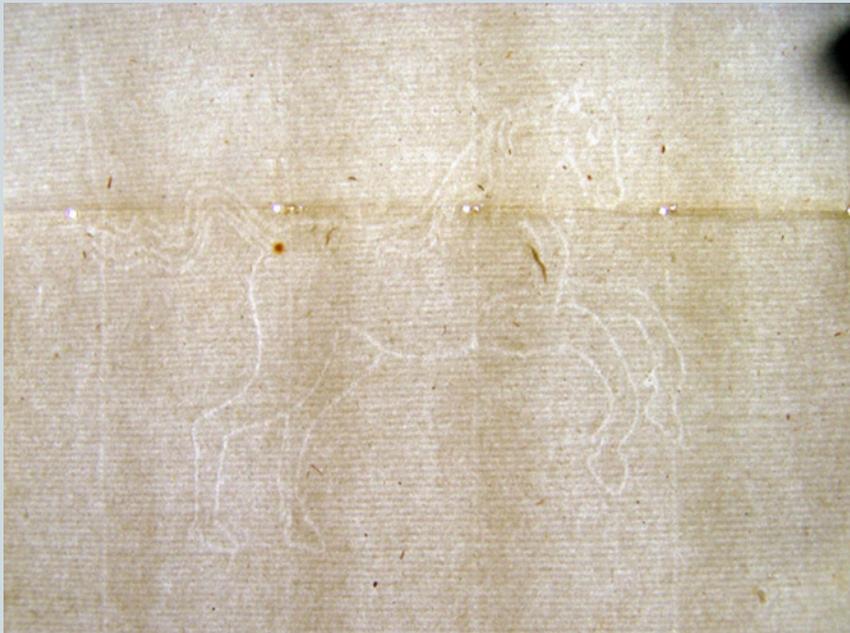
# Cloth



# Paper



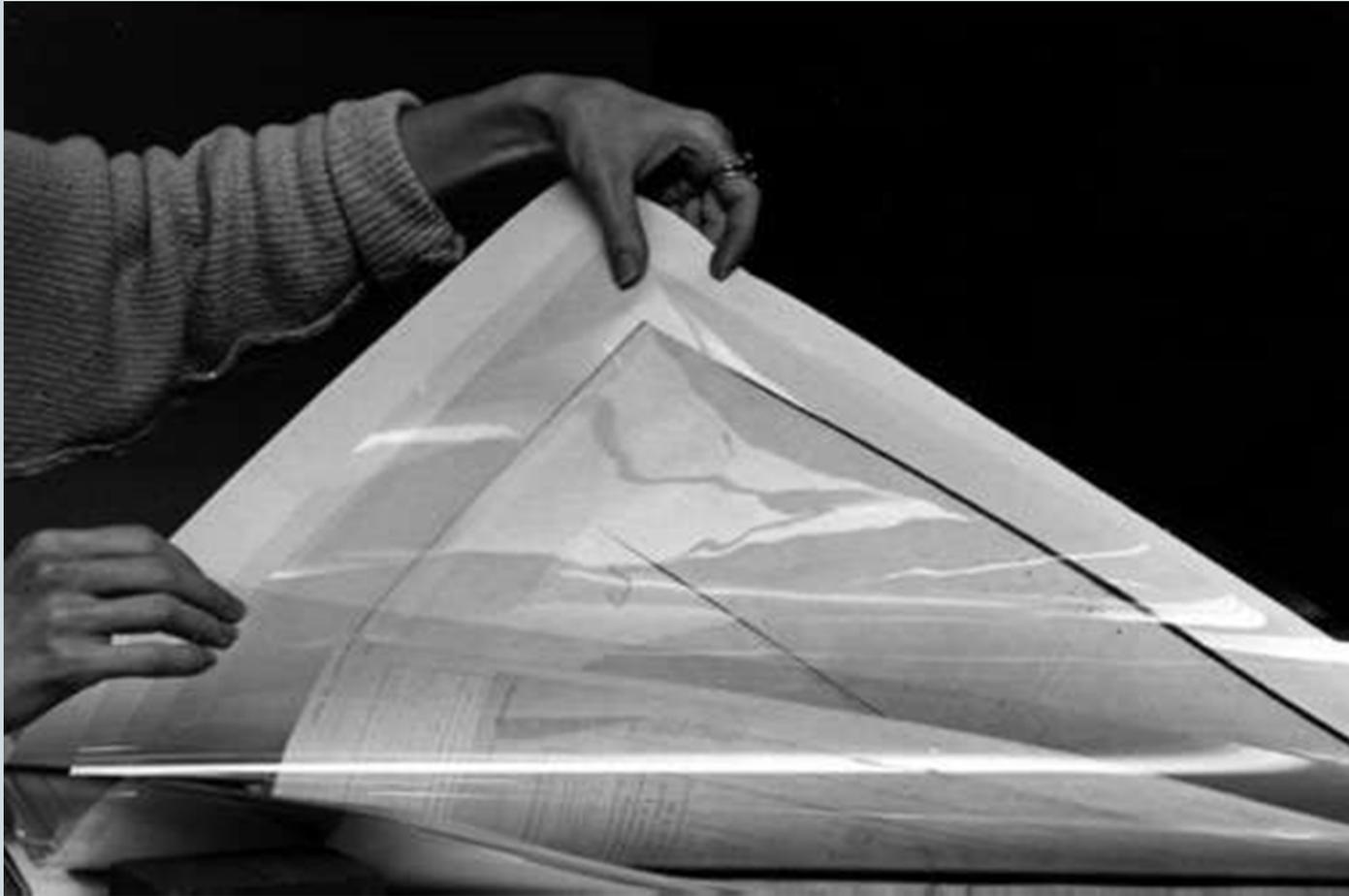
- Handmade



- Machine Made

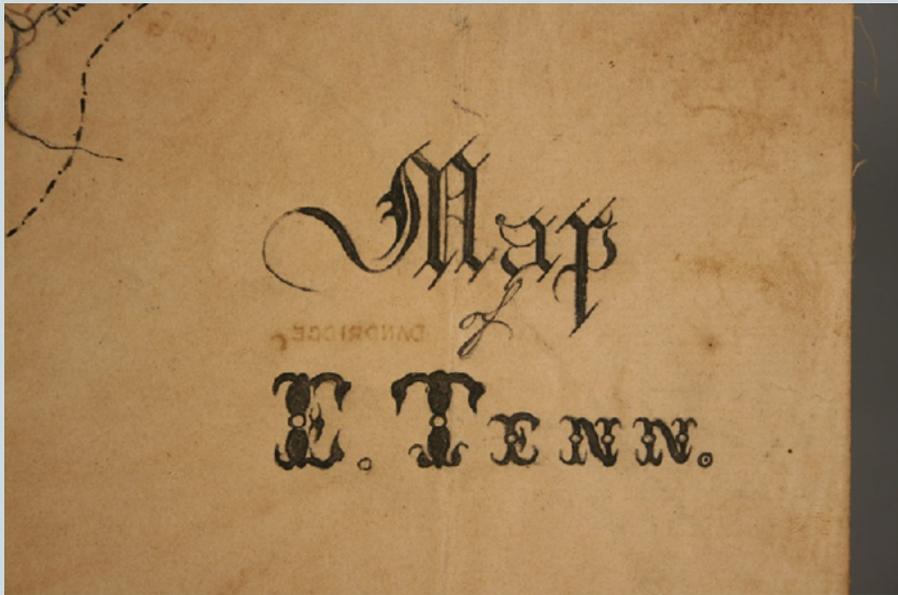


# Polyester Film



# Inks

- Manuscript Ink



- Oil Based Printing Ink



# CAUSES OF DETERIORATION



- Environmental
- Intrinsic nature of artifact
- Poor Handling
- Poor Storage
- Disaster

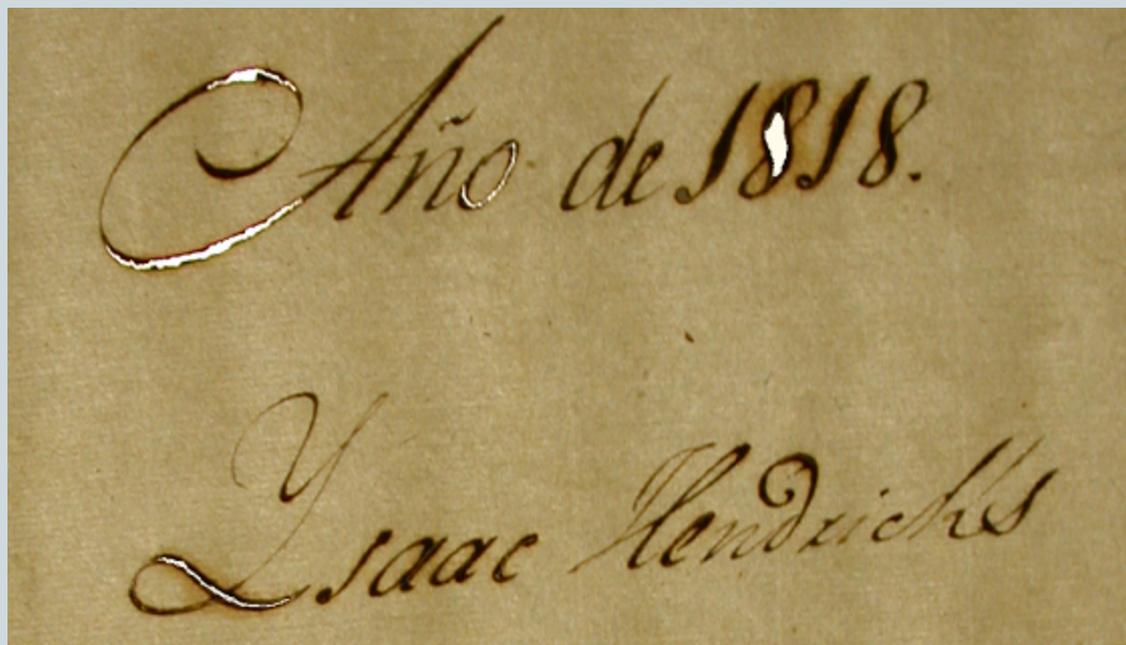
# Environmental Deterioration/Pest Damage



# Environmental Deterioration/Mold Damage



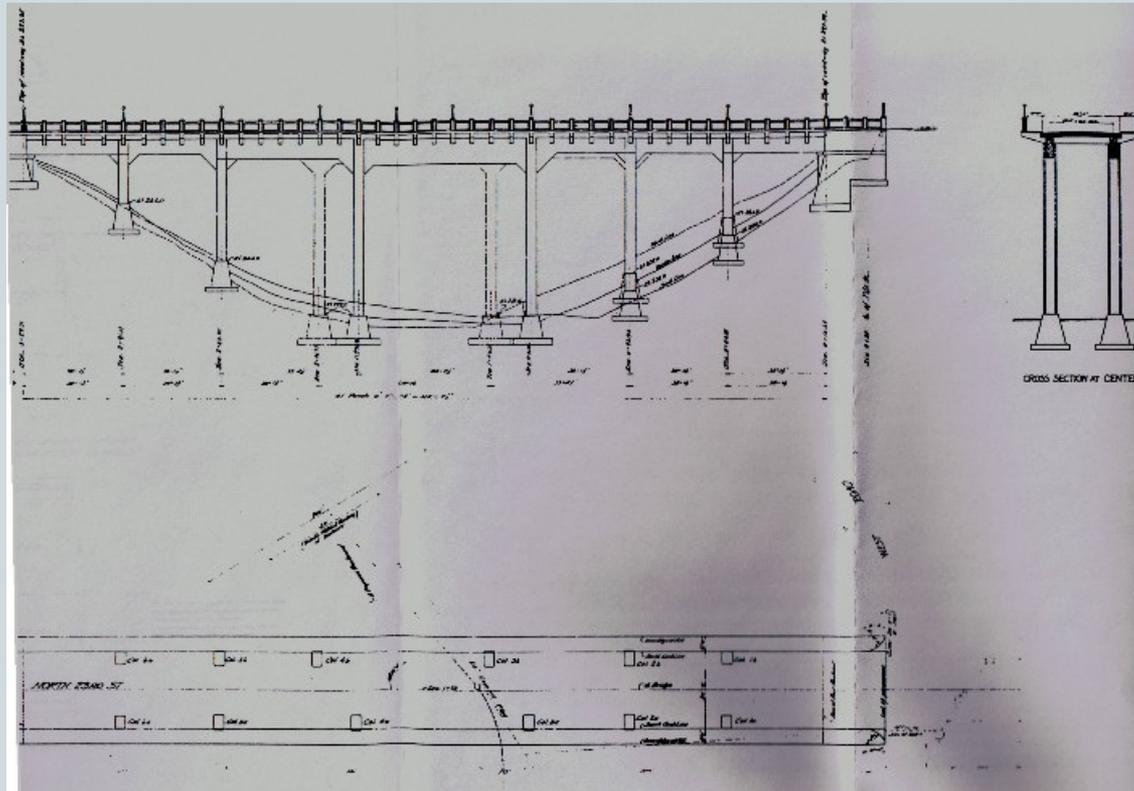
# Intrinsic Nature of Document/Acidic Ink



# Intrinsic Nature of Document/Light Darkening



# Intrinsic Nature of Document / Poor Photomechanical Processing



# Mechanical/Folding



# Poor Repairs/Tapes



**Transparent MENDING TISSUE**

• Toile pour réparation de documents transparente  
• Cinta restauradora transparente

**Main Use:**  
Repairing Tears in Paper

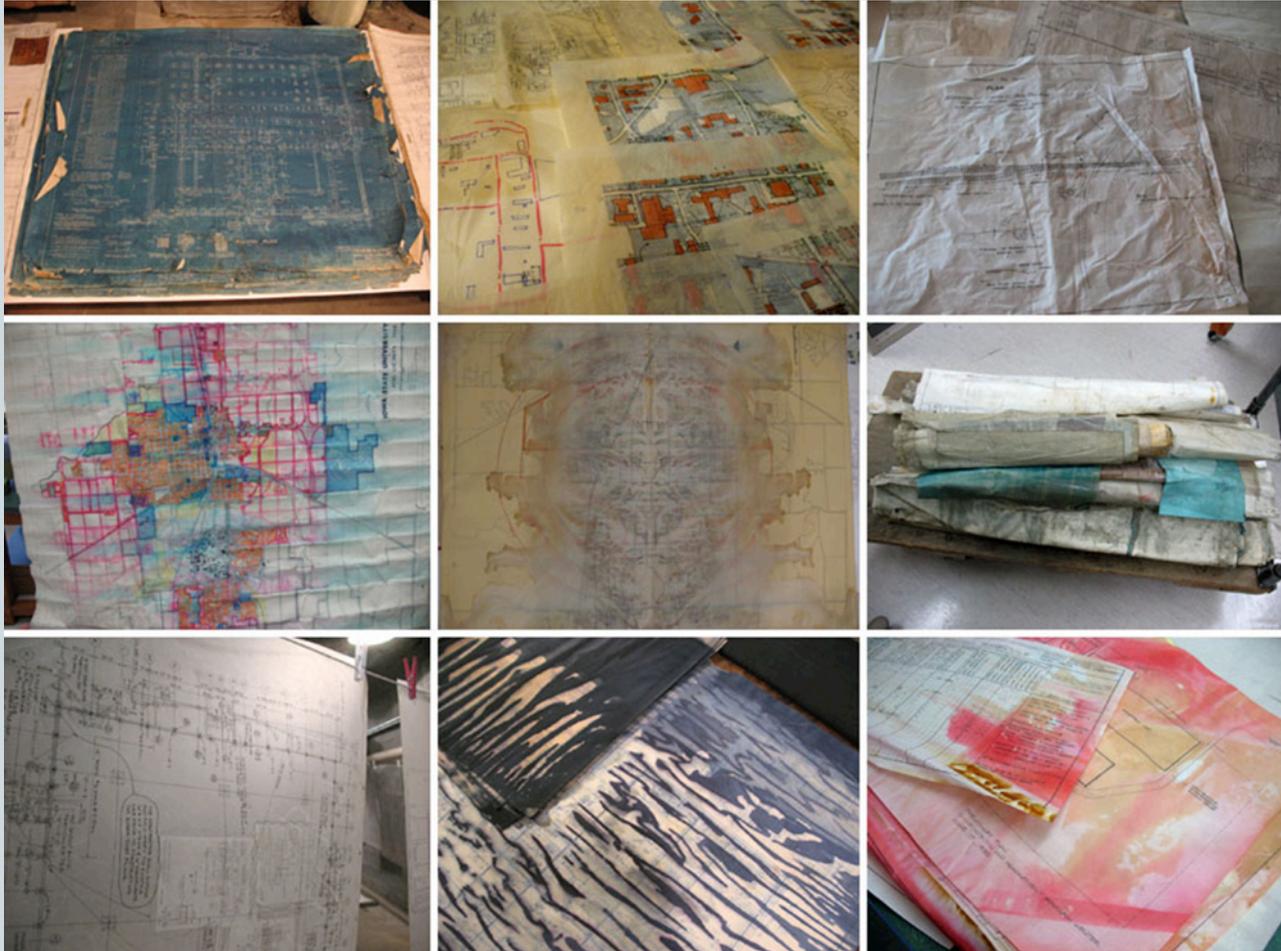
**Size:** 0.5 in x 50 ft  
(1,27 cm x 15,24 m)

Safe, easy to use.  
pH Neutral.

**LINCO**

Ev. Johannis 7.  
Jünger sehen die Werke, die er  
thust. Verboerenen, ihn  
Niemand thut etwas im  
14 Aber mitten im Fest  
ging Jesus hinauf in der  
Zemmel, und lehrte.  
15 Und die Juden verrun-  
den sich, und sprachen:  
Thust dieser die Schrift,  
settes, so offenbare dich  
nicht gelernt

# Disaster/Water Damage



# Storage and Handling



# What enclosures offer

Good quality enclosures offer protection from :

- -mechanical
- -chemical
- -biological

Causes of degradation

Poor quality enclosures can contribute to accelerated degradation



# Storage Supplies: Terminology

## Paper:

- Archival (mushy term)
- Acid Free (better)
- Lignin Free (best)
- Buffered
- pH

## Generally acceptable plastics:

- polyester (Mylar, Melinex)
- polypropylene
- polyethylene

## Must be free of:

- external plasticizers
- surface coatings
- UV inhibitors
- and other materials that may interact with collections

# Plastic vs Paper

## Plastic:

- + Protection in handling
- + Helps keep oversize documents from becoming tightly rolled
- Traps acids in enclosure
- **Never** use plastic enclosures if the media is flaking or friable, as with charcoal or soft pencil.

## Paper

- + absorption of acids
- + "breathable", which aids paper longevity
- Have to remove items to look at them

# Poor Storage



# BASIC CARE



- Temperature
- Humidity (30- 55%)
- Insects
- Handling
- Lighting
- Storage



# Poor Storage Practices



- Hanging Files
- Cutting and or Folding Documents
- Overcrowding
- Lamination

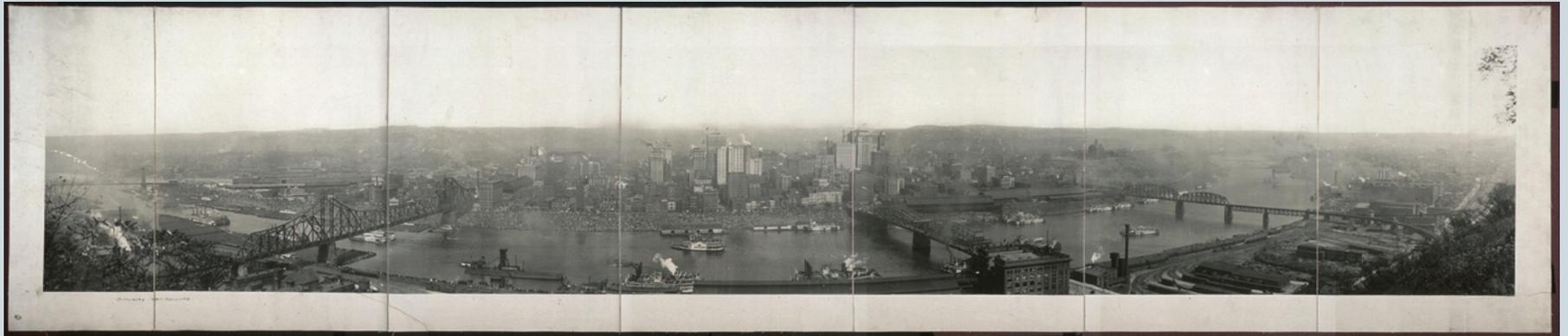
# Hanging Storage



# Overcrowded Storage



# Cutting & Sectioning



# Lamination



# Best Storage Practices



- Store Horizontally
- Folder

*(Select primary enclosures that provide adequate support. Use folders made of a heavier weight 10-20 pt. stock or 4-5mil polyester film. Sheets should be sorted and grouped by size, with no more than 10-12 in a folder).*

- Encapsulation
- Flat Boxes
- Map Cases
- Oversize Shelves
- Tube Storage (tube diameter over 4" if possible)

# Flat Boxes



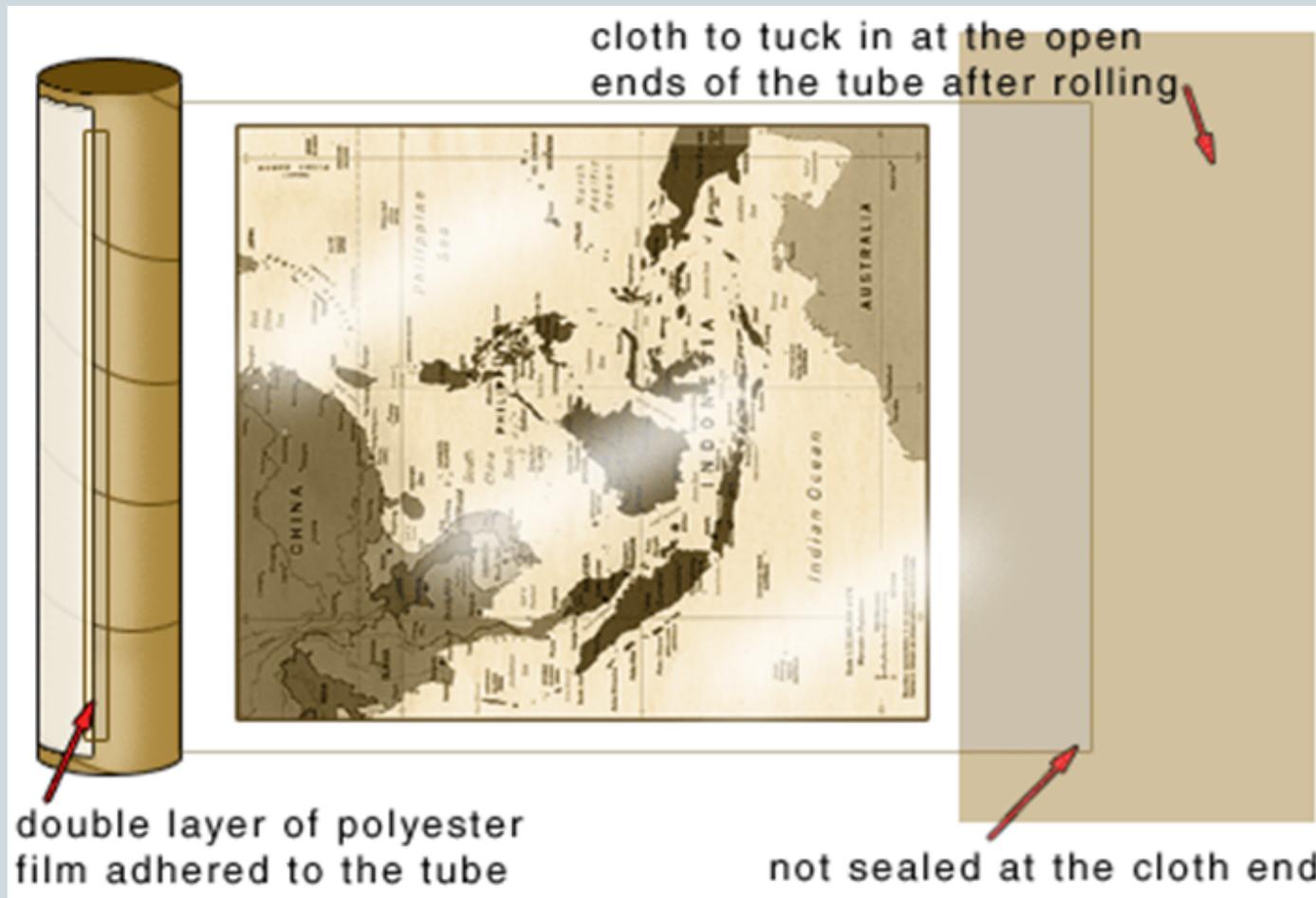
# Map Cases



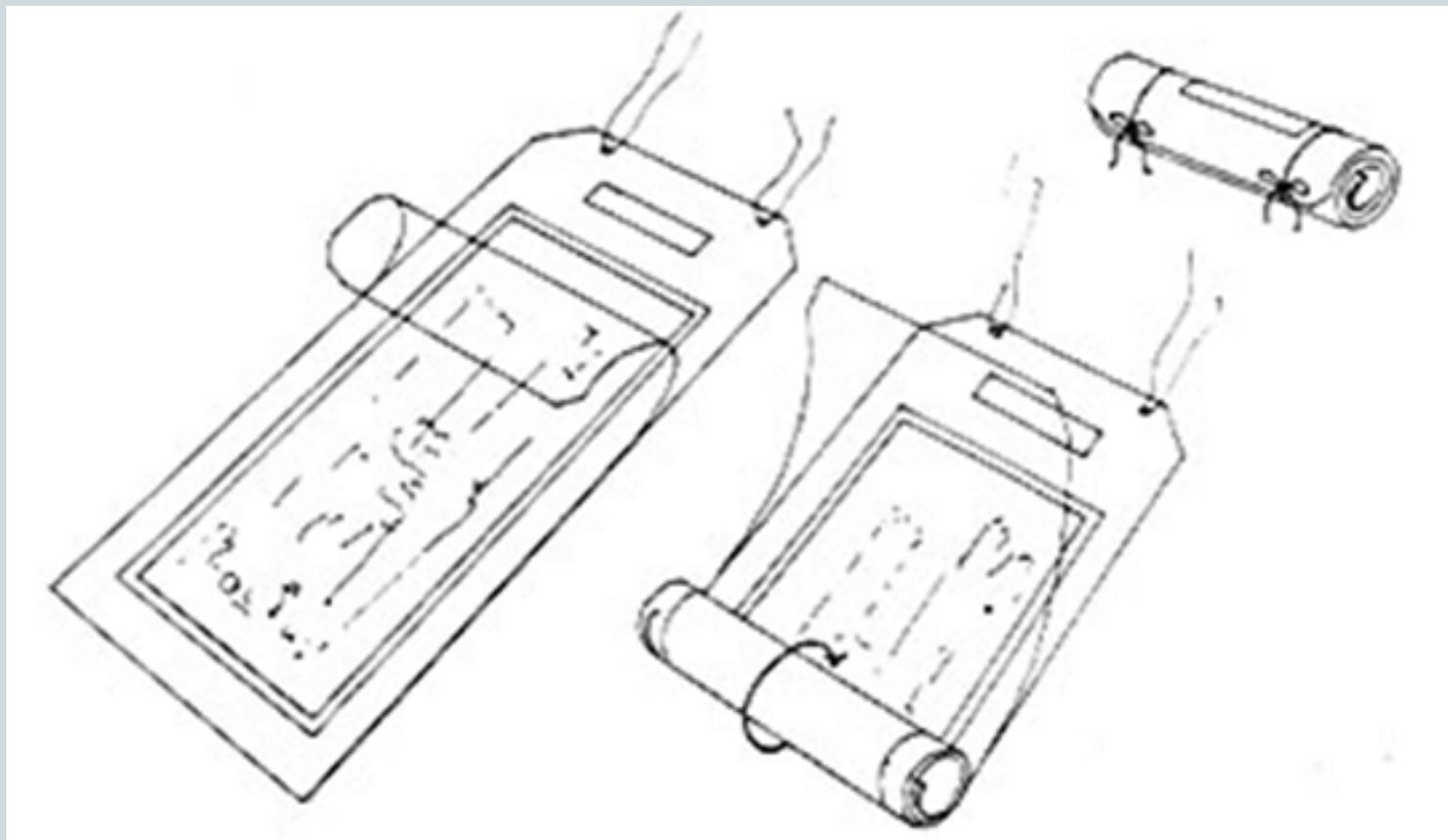
# Rolled Storage Container Examples



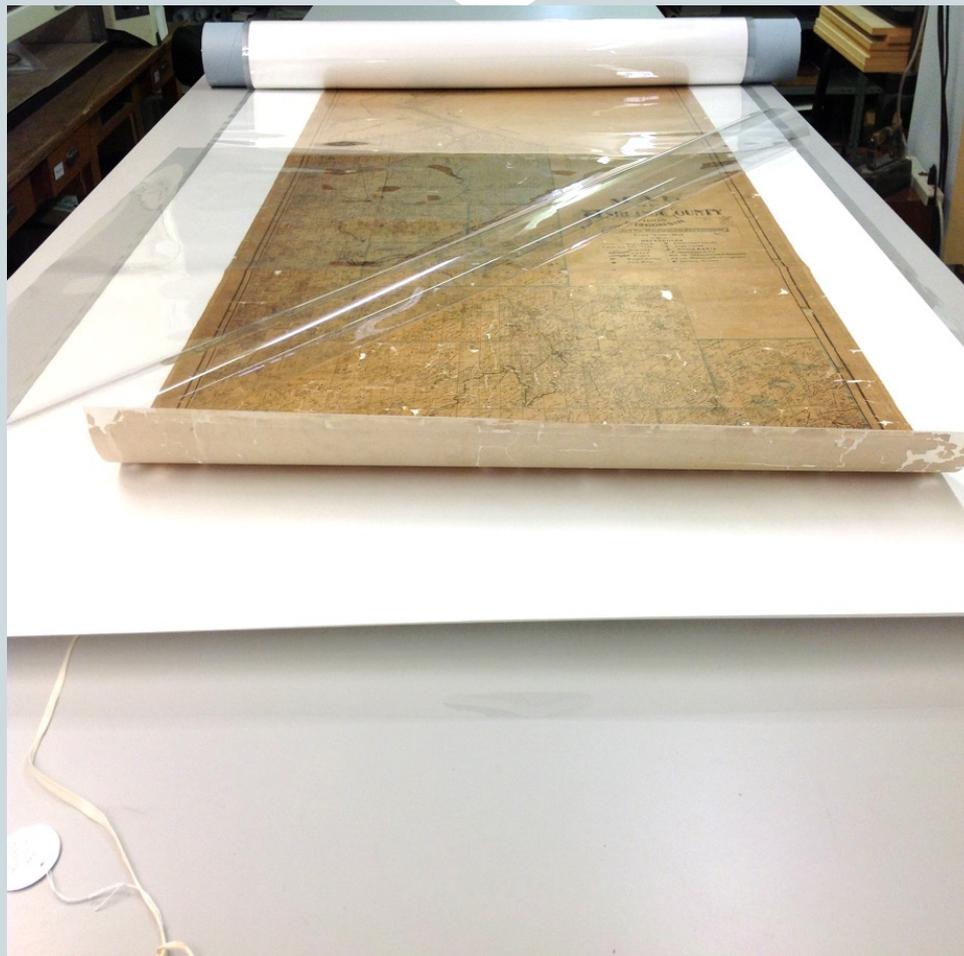
# Rolled Polyester Folder



# Rolled Polyester Folder



# Rolled Storage



# Rolling in Melinex



# Rolled Storage



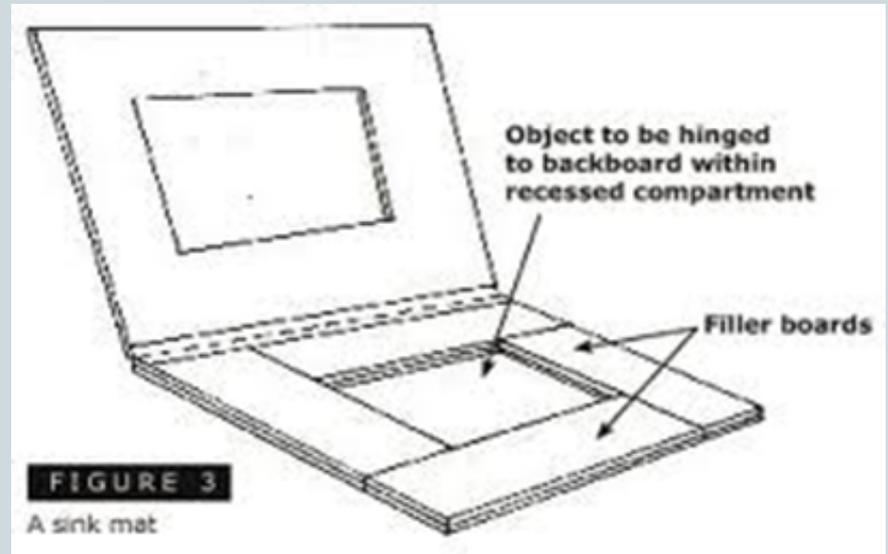
# Rolled Storage



# Encapsulation



# Custom Housing



# Handling



- Training staff in good handling techniques one of the highest impact actions you can take for your collections



# Handling



- Flat Support Boards
- Multiple Handlers are best for oversize
- Oversize Carts

# Multiply Handlers



# Carts for Oversize



# REPRODUCTIONS

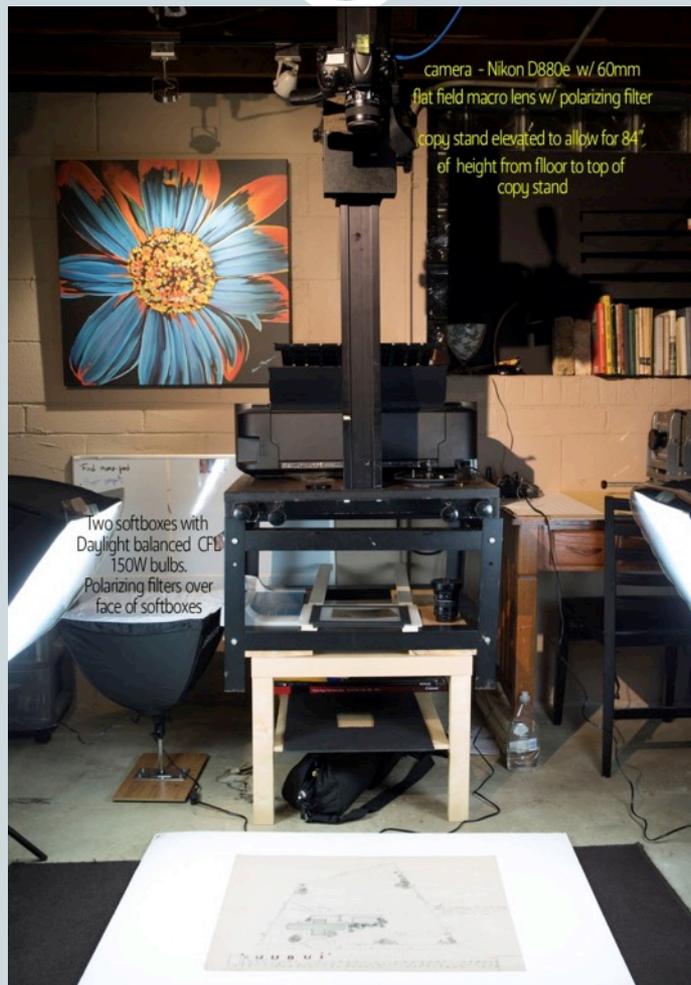


- User Copy
- Exhibit Loans and Displays
- Online Access
- Sales

# Copy Stand



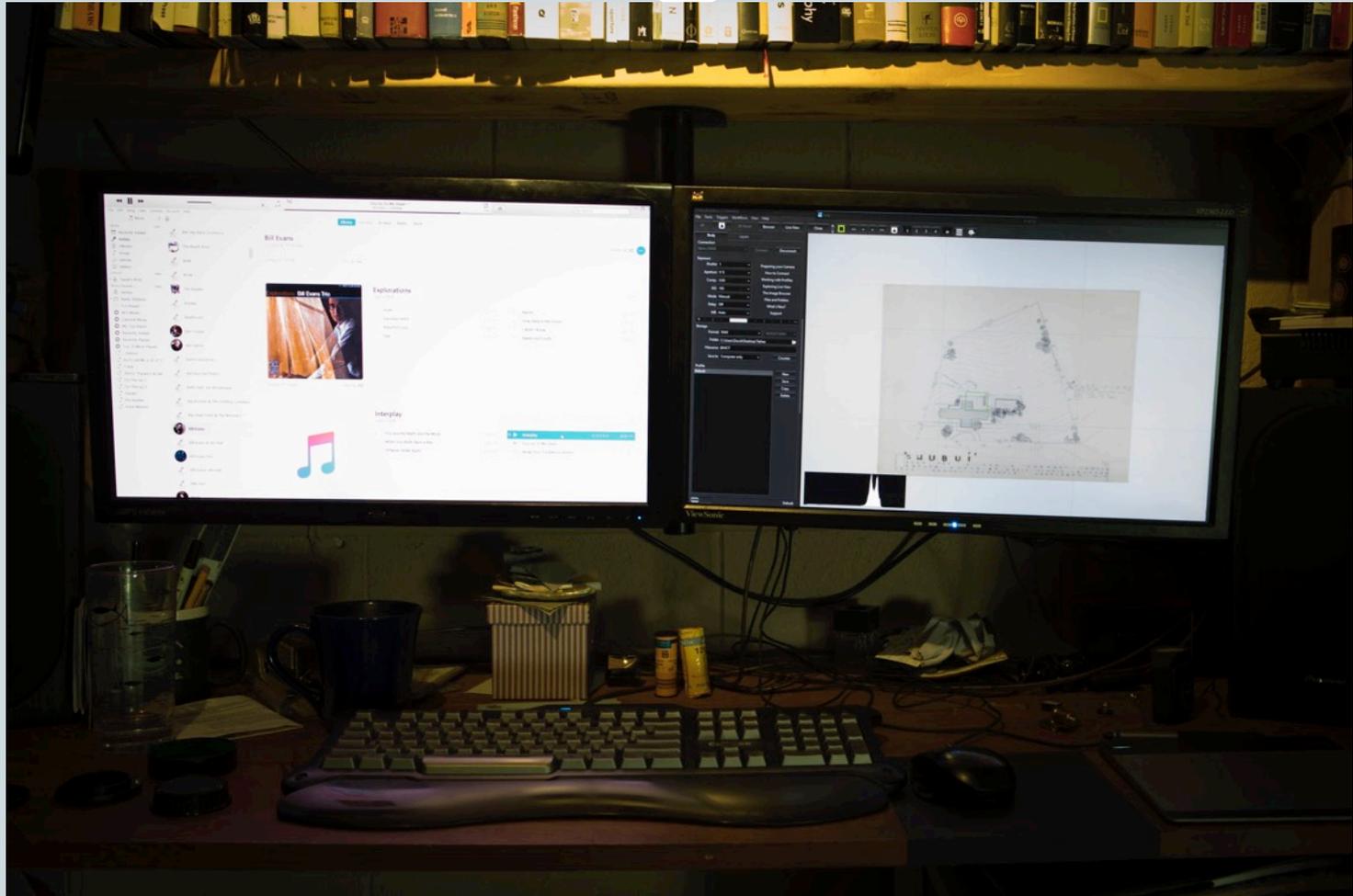
# Copy Stand - HACK



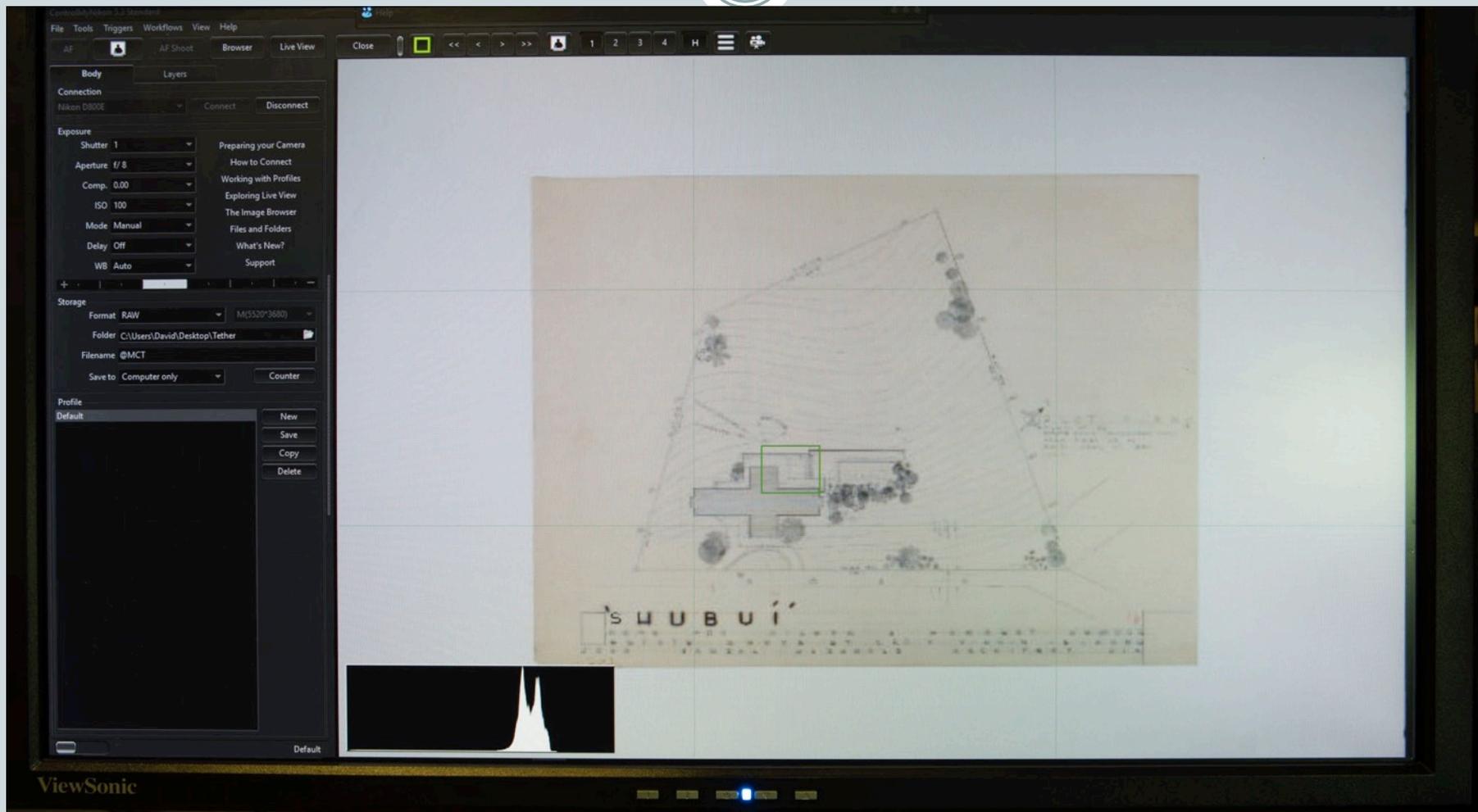
camera - Nikon D880e w/ 60mm  
flat field macro lens w/ polarizing filter  
copy stand elevated to allow for 84"  
of height from floor to top of  
copy stand

Two softboxes with  
Daylight balanced CFL  
150W bulbs.  
Polarizing filters over  
face of softboxes

# Copy Stand - HACK



# Copy Stand - HACK



# Scanner



# Oversize Flatbed Digital Scanner



# Digital Plotter



# Digital Printer



# EXHIBITION AND DISPLAY



- Develop an exhibit and loan policy
- Request facility reports
- Limit duration of loan and or exhibit
- Limit light levels
- Loan reproductions over originals

# DISASTER PLANNING

- Write a Disaster Plan
- Stock disaster supplies
- Practice simulated disaster response
- Join a regional conservation center offering disaster assistance



# Incoming Collections



# Incoming Oversize Records



# General Flattening

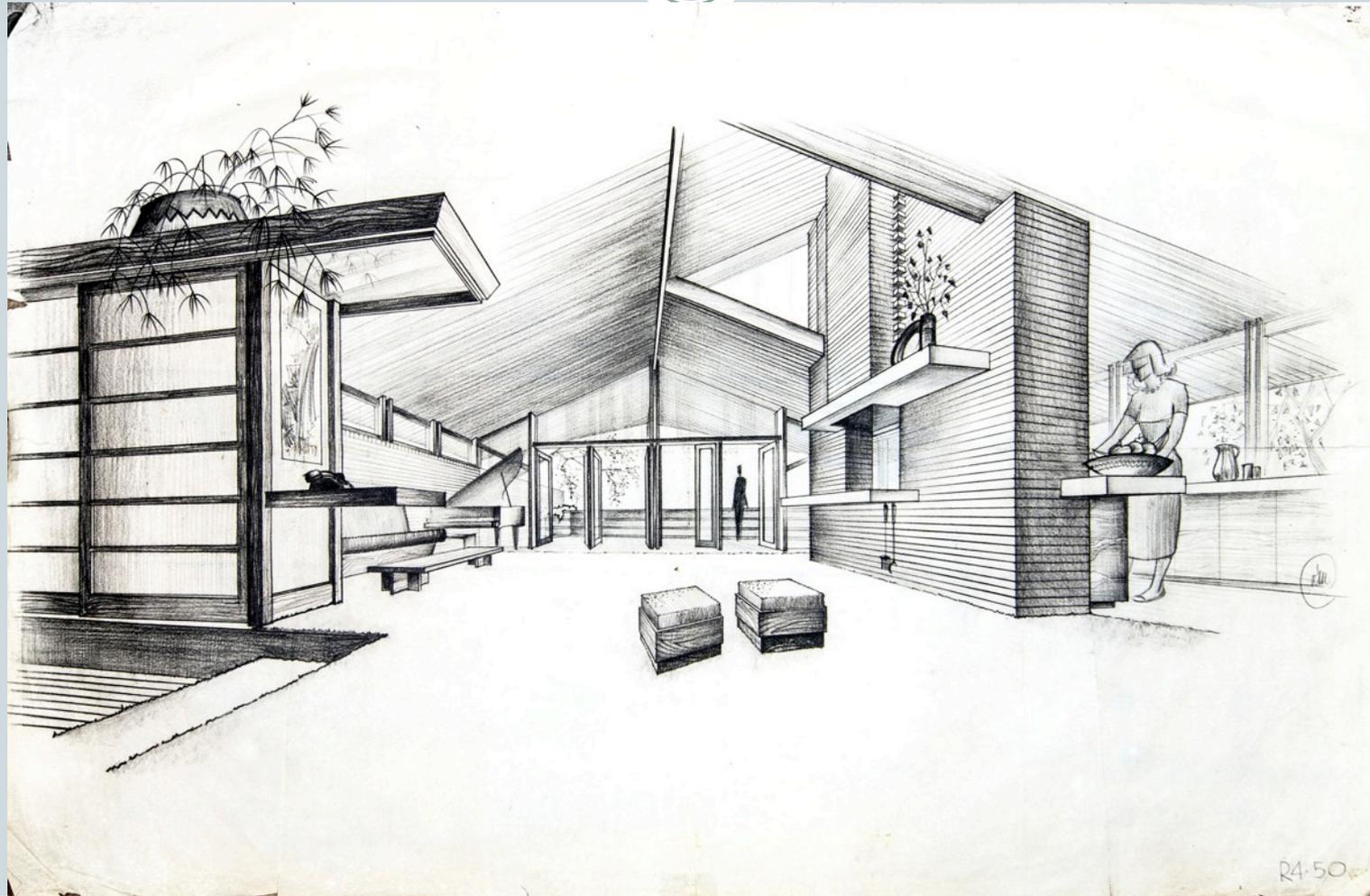


# PROCESSING



- Remove oversize items from the collection
- Insert a separation sheet in the collection, noting new storage location of removed piece
- Update catalog records with location change
- Store the oversize item separately and appropriately
- Label to indicate collection it came from (standardize label information and placement)
- Group by size

# Collecting and Appraisal



# Collecting and Appraisal



# Collecting and Appraisal



# Appraisal/ Authenticity



DISTRICT 588 0035 000  
No.

**RESIDENTIAL APPRAISAL CARD**

OWNER				DESCRIPTION				
MICHAEL S. GRETCHON Gretcher, N. Gretchen + <i>D. J. M. Real Estate</i> 4455 S. Lawler Ave. <i>3103 PALMER, SANE N.</i>				Michigan Lake Highlands Lot 2 Blk 3				
<i>10-30-89 *123,000 2383 45P W.D.</i>								
SALES INFORMATION				BUILDING PERMIT RECORD				
Date	Consideration	Volume	Page	Remarks	Date	Number	Amount	Purpose
<i>07/19/88</i>	<i>7</i>			<i>4455 LAWLER</i>	<i>10-21-89</i>	<i>R-1244</i>	<i>12,510</i>	<i>Brick Wall House &amp; Garage</i>
<i>2-27-88</i>	<i>27,000</i>	<i>209</i>	<i>12-10</i>	<i>156-47212-2</i>			<i>1,500</i>	<i>Permit</i>
<i>10-30-86</i>	<i>77,000</i>	<i>1886</i>	<i>302</i>	<i>W.D.</i>				
RENTAL INFORMATION								
No.	Year	Full Rental Val.	Vac. Fac.	Adj. Rent. Val.	Average	3 Yr. Av.		
<i>19</i>		\$	\$	\$				
<i>19</i>		\$	\$	\$				
<i>19</i>		\$	\$	\$				
GENERAL INFORMATION				COMPUTATION OF LAND VALUE				
Appraiser: <i>John Harold McBeard</i> Appraisal - Date: _____ Am't: \$ _____ By: _____ Appraisal - Date: _____ Am't: \$ _____ By: _____ Appraisal - Date: _____ Am't: \$ _____ By: _____ Owner's Estimate: Land _____ Equip. _____ Total _____ Asking Price \$ _____ Offer _____ Mortgage \$ _____ Year _____ Insurers \$ _____								
LAND VALUE FACTORS								
Width: <i>See sketch</i> Average Depth: _____ Facing on: <i>S. Lawler</i> Corner: _____ Exposure: <i>N. S. E. X. W.</i> Alley Side: _____ Year: _____ Distance From: _____ Bus or Car Line: _____ Center of City: _____ Grade School: _____ High School: _____ Church: _____ Zone: <i>R-1</i> Neighborhood: <i>Est. - Dist. X - Avg.</i> Fire: _____ Dredging: _____ Improving: _____ Age of Neighborhood: _____				Surface: <i>Level</i> Grade: <i>Below street</i> Paved: <i>X</i> Sidewalk: <i>X</i> Curb and Gutter: <i>X</i> Water: <i>X</i> Sewer: <i>X</i> Gas: <i>X</i> Electricity: <i>X</i>				
LAND IMPROVEMENTS				COMPUTATION OF LAND VALUE				
Retaining Walls: _____ Cement Drives and Walks: _____ Fences: _____ Shrubs, Trees and Lawns: _____ Wells: _____ Septic Tanks: _____ Total \$: _____				Width: <i>61'</i> Front Foot Value: \$ <i>45'</i> Value Full Depth: \$ <i>7-8.80</i> Depth Factor: <i>96</i> Adjusted Land Value: \$ <i>7-8.20</i> Add Alley Value: \$ _____ Add Corner Value: \$ _____ Add Land Impts.: \$ _____ Total Land Value: \$ _____				
SUMMATION OF VALUATION PROCESSES				REMARKS				
	Valuation from Income	Adjusted Sound Value	Valuation from Income	Adjusted Sound Value				
Date:								
Land:								
Improvements:								
Total:								
ASSESSMENT SUMMARY								
By Whom Assessed								
Date:	<i>1982</i>	<i>1984</i>	<i>1985</i>	<i>1986</i>	<i>1987</i>	<i>1988</i>	<i>1989</i>	
Land	<i>25,000</i>	<i>28,000</i>	<i>29,000</i>	<i>30,000</i>	<i>31,000</i>	<i>32,000</i>	<i>33,000</i>	
Improvements	<i>6,000</i>	<i>6,000</i>	<i>6,000</i>	<i>6,000</i>	<i>6,000</i>	<i>6,000</i>	<i>6,000</i>	
Total	<i>31,000</i>	<i>34,000</i>	<i>35,000</i>	<i>36,000</i>	<i>37,000</i>	<i>38,000</i>	<i>39,000</i>	

WI. DEPT. OF SAC, PROP. FORM 1113  
REV. 4/80





1. Design Plan is the “start date”
2. Balance original order with organizational and access needs
3. Describe by client/location/date



## John Randal McDonald Collection, 1949-2001 (bulk 1949-1958)

[outline view](#) | [full-text/printable view](#) | [Add this to my bookbag](#)

Search within this finding aid:

About this Finding Aid  
Summary Information  
Biography/History  
Scope and Content Note  
Related Material  
Administrative/Restriction Information  
Contents List  
Drawings  
Photographic Materials  
Manuscripts

### Contents List

Container	Title
<b>PH 6616</b>	<b>Series: Drawings</b>
	Residences
	Wisconsin
	Bayside
Drawer 6 Folder 2	Resnick, Marvin, built, 1955
Drawer 6 Folder 4	Wallace, Jerome, built, 1954
Drawer 6 Folder 3	Wolfe, Adam, built, 1953
Drawer 13 Folder 158	Wolfe addition, Okami-Uchi, or "House of the Wolves," 1999

## Arrangement and Description

# Space Needs



# Conservation Lab



# BASIC CONSERVATION



- Surface Cleaning
- Humidification and Flattening
- Surface Stabilization
- Spray Deacidification

# Surface Cleaning



# Vacuum with Hepa Filter



# Mechanical/Attachments



# Spray Deacidification



# SPECIALIZED CONSERVATION



- Humidification & flattening
- Mending
- Washing & Deacidification
- Varnish Removal
- Relining

# Humidification



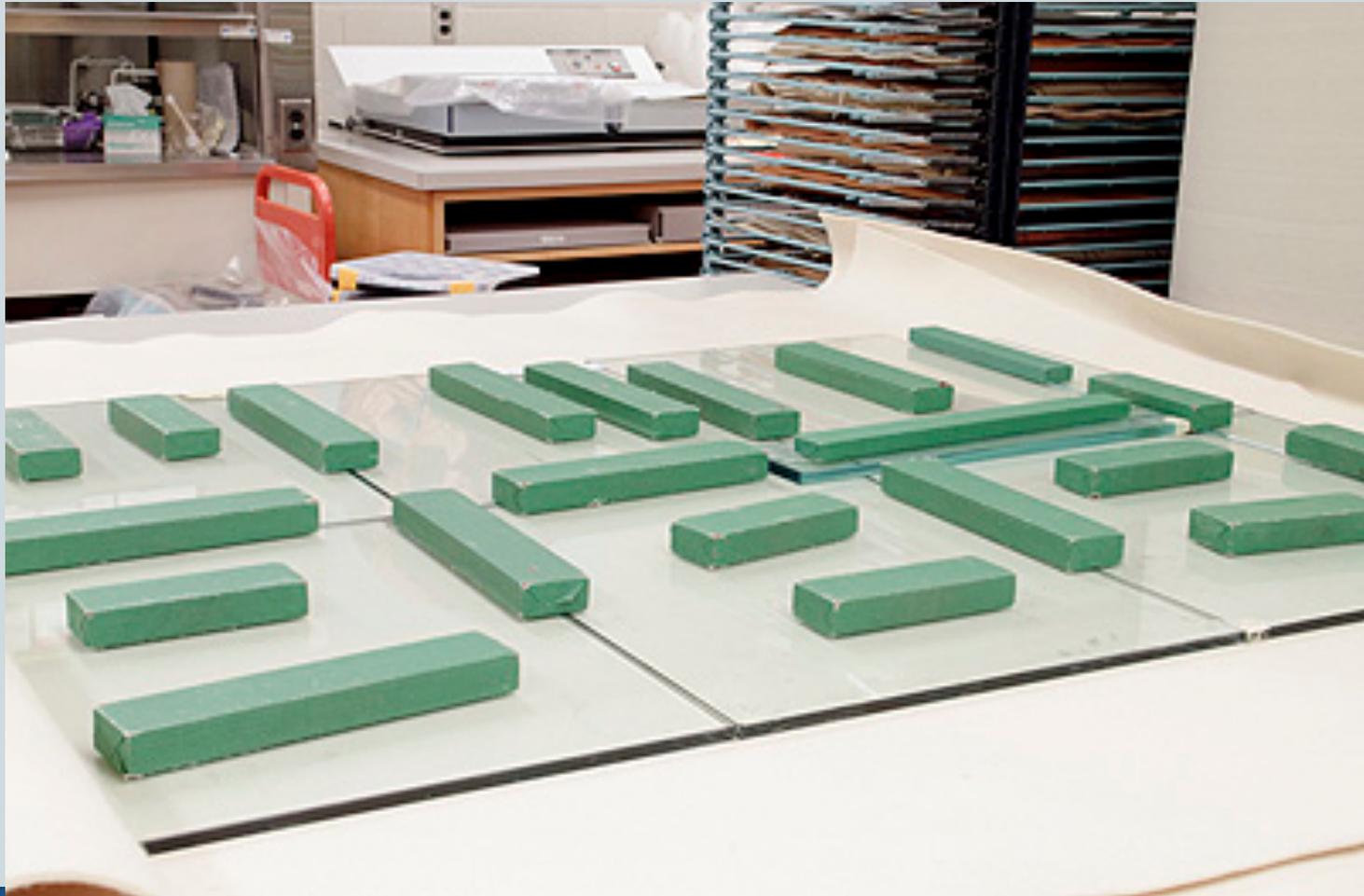
# Humidification - HACK



# Humidification - HACK



# Flattening



# Stabilizing Loose Map Fragments



# Mending



# Relining



# Preservation Links



## Archival Suppliers

<http://www.universityproducts.com/>

<http://www.demco.com/>

<http://www.lightimpressionsdirect.com>

<http://www.conservationresources.com/>

<http://www.gaylordmart.com/>

## Informational Resources

<http://www.preserveart.org/>

<http://www.nedcc.org/> Northeast Document Center

<http://www.cci-icc.gc.ca/caringfor-prendresoindes/collections-eng.aspx>

<http://www.loc.gov/preservation/care/>

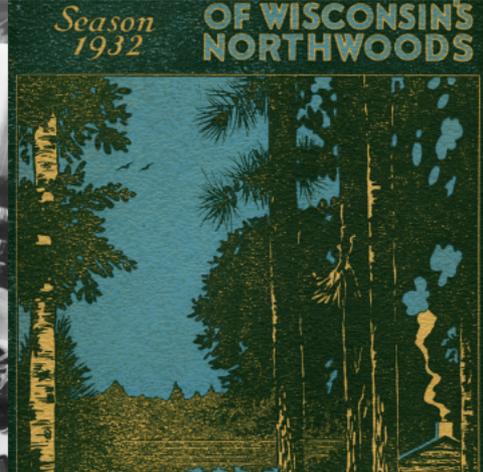
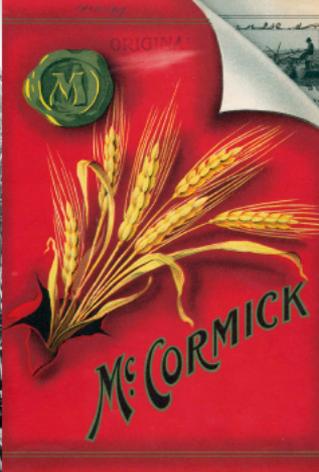
<http://www.conservation-us.org/index.cfm?>

<fuseaction=Page.viewPage&pageId=497&parentID=472>

# Published Materials on Architectural Records



- Lowell, Waverly B., and Tawny Ryan Nelb. 2006. ***Architectural records: managing design and construction records***. Chicago, IL: Society of American Archivists.  
Brief descriptions of modern production processes for architectural records and tips for archival processing
- Price, Lois Olcott. 2015. ***Line, shade and shadow: the fabrication and preservation of architectural drawings***. New Castle, DE: Oak Knoll Press.  
Detailed descriptions of historic production processes (through 1940) and preservation considerations for architectural records.



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# THANK YOU

[wisconsinhistory.org](http://wisconsinhistory.org)

