

## Digital Commonwealth 2010

### Fix It or Sleeve It? Use It or Freeze It? Conservation Assessment and Preparation for Digitization

By Priscilla Anderson, Collections Conservator, Harvard Business School

#### Collaborative Effort: Our Reformatting Team

- Curators/Collection Managers
  - Selection
  - Image format/quality
  - Metadata
  - Vendor
- Public Services
  - Scheduling
  - Cost estimates
  - Copyright
  - Transportation
- Conservation
  - Physical Condition
  - Treatment/Enclosures
  - Imaging Equipment
  - Handling Guidelines
  - Packing

#### Physical Condition Assessment: Two questions

- Is the text/image visible to the camera?
- Can the original be handled safely?

#### Physical Condition Assessment: Is text/image visible?

- Stiff opening
- Overlays
- Old mends
- Grime/accretions
- Overlapped creases, distortion

#### Physical Condition Assessment: Safe handling?

- Tears into text
- Brittle paper
- Vulnerable media
- Human safety

#### Pre-scan Treatment: Two goals

- Goal 1: Reveal obscured text/image
- Goal 2: Ensure safe handling

#### Pre-scan Treatment: Reveal obscured text and image

- Remove and re-hinge attachments
- Surface clean
- Realign and remend old repairs
- Humidify and flatten overlapped creases in text
- Remove staples, paper clips
- Release tight areas or disbind
- Open uncut pages

#### Pre-scan Treatment: Ensure safe handling

- Repair precarious tears
- Polyester sleeves for unbound sheets
  - Brittle, insect-damaged
  - Silked
  - Photographs

#### Choice of Imaging Equipment

- What are the physical requirements of the original?
- How much do the different equipment choices cost per frame?

#### Choice of Imaging Equipment

- Single sheets or bound?
- Size restrictions?
- Platen on top?
- Angle of opening?
- Speed of work?
- Cost per image?

#### Handling Instructions for camera operators

#### Packing and Transport

- Goal: prevent damage during transit
  - Vibration and possible impact
  - Environmental changes
  - Temporary or permanent enclosure

#### Post-scan Assessment

- Physical condition
- Expected use

#### Post-scan Assessment: Physical Condition

- Reshelve as is?
- Damaged during scanning or transport?
- If unstable, then treatment and/or rehousing?

#### Post-scan Assessment: Expected Use

- How will the original be used?
- Primary purpose of imaging:
  - Increase access
  - Reduce handling
- Surrogate access

#### Post-scan Assessment: Expected Use

- Off-limits
- Infrequent use
- Frequent or open-stacks access
- Exhibit

#### Summary: Key Questions

- Is the text/image visible to the camera?
- Can the original be handled safely?
- What equipment choices are appropriate for the physical condition of this original?
- How will the original be used after the digital version is made available?

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