Books that are almost dry

- Lay the book flat, push the back and boards gently into position, and place under a light weight. Leave in this position until book is thoroughly dry.
- When books are dry to the touch at the gutter, stack from largest to smallest and fore-edge to spine with a board on top and underneath. Place weights on board to help flatted.

NOTE: The drying time for a book can range from 1 to 7 days.

NOTE: Coated Paper (shiny paper)

- If this paper is allowed to dry with pages stuck to each other, it will NOT be possible to separate them. For this reason it is important that they be interleaved between every page with paper towels. Change as often as necessary and then follow steps from "Books that are almost dry."
- Pages should be carefully separated. If uncertain contact contact the Preservation Department @ 315-443-9756/1947/4560 for help in recovery.

PROCEDURES FOR AIR DRYING PAPER DOCUMENTS OR PAMPHLETS

- Hang documents/pamphlets over clothesline to dry. Lines may be strung close together and items laid across them to dry.
- Lay out small stacks of documents and/or single leaves on tables, floors, and other flat surfaces. Spread paper towels or unprinted newspaper on tables, etc.
- Use fans to circulate air in recovery location.
- Change newsprint/paper towels as necessary, i.e. when towels become damp.
CAUTION

- Do not attempt to separate leave that are very wet or that are sticking together unless you have been trained to do so.
- Do not attempt to air dry manuscripts, drawings, or material with water-soluble colors except under the advice of a conservation specialist.

NOTE: Make sure that contents of folders and boxes are not separated from each other.

SPECIAL PROBLEMS

- Water soluble inks or media (manuscripts, drawings, watercolors, maps).
- Framed prints and drawings.

PROCEDURES FOR RECOVERING NON-PRINT AND PHOTOGRAPHIC MATERIALS

This plan shall be a guide for the recovery of photographic and non-print materials. The procedures are located with the media in order to facilitate the process.

Daguerreotype and Collodion Photographs

Should immediate recovery not be possible, daguerreotypes should be air dried immediately, and collodion photographs should be frozen immediately.

Collodion photographs (ambrotypes, tintypes, pannotypes, collodion glass negatives) and daguerreotypes are often mounted in cases.

Case photographs

Under the direction of a specialist:
- Remove the assembly from the case.
- Carefully fold back the preserver frame, cut the sealing tape (if present) and take the assembly apart.
- Place daguerreotypes face up on blotters with the case components beside them.
- Dry collodion photographs emulsion side up on blotters.