

CAUTION

- Do not attempt to separate leaves 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.



Collodion glass negatives and unmounted case photographs

- Dry emulsion side up on blotters.

NOTE! Do NOT immerse or freeze as this will destroy the emulsion.



Nitrate-based photographs with soluble emulsions

Should immediate recovery not be possible, freeze or freeze dry immediately.

THEN

- Contact the Library Supplies Office @ 315-443-1271 for help in locating freezer space.
- If no answer, call the Preservation Department @ 315-443-9756\1947\4560.
- After hours and during weekends, call Library Security @ 315-443-1896/9754
- Call the Preservation Department for help in locating a conservator.

Photographic prints, negatives, and transparencies

- Freeze or dry within 72 hours if immediate attention cannot be given.
- Salvage order:
 1. Color photographs
 2. Prints
 3. Negatives and transparencies



Other Prints, negatives, and transparencies

- Keep photographs wet by immersing in containers of fresh cold water prior to air drying or freezing.
- Do NOT allow them to partially dry while unseparated (they will stick together).
- If photographs have been immersed in dirty water, clean them before air drying or freezing (time and facilities may modify the following procedures)

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Recovery of color prints

- Recover within 48 hours (otherwise freeze).
- Wash for approximately 15 minutes in changes of cold water.
- Gently swab off stubborn dirt from the surface.
- Rinse with Kodak Photo Flo solution.
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Recovery of black and white prints and negatives

- Recover within 72 hours (otherwise freeze).
- Wash for 1/2 hour in changes of cold water.
- Gently swab off stubborn dirt from the surface.
- Rinse with Kodak Photo Flo solution.



Recovery of color negatives and transparencies

- Wash for 1/2 hour in changes of cold water.
- Gently swab off stubborn dirt from the surface.
- Rinse with Kodak Photo Flo solution.
- Prior to drying:
 1. Rinse color negatives for 1 minute using Kodak E6 stabilizer.
 2. Rinse Ektachrome transparencies for 10-15 seconds in Kodak E6 stabilizer.
 3. Kodachrome: no stabilizer required
 4. Eastman Color Film: send to a Kodak laboratory.
- Air dry (preferred recovery technique) emulsion side up on blotters, paper, or nylon screen.

NOTE: They can be frozen. When thawing, immerse photographs in cold water if it appears that they could dry and stick together during thawing.

Aperture cards

If not able to immediately recover, freeze or air dry within 48 hours.

Under direction of a specialist:-

- Remove the film chips from their mounts.
- Wash the chips, air dry, and remount them.

Microfilm rolls

These should be rewashed and dried within 72 hours, by a microfilm processor

- Do NOT remove the films from their boxes.
- Hold cardboard boxes (and labels) together with rubber bands.
- Fill boxes with water.

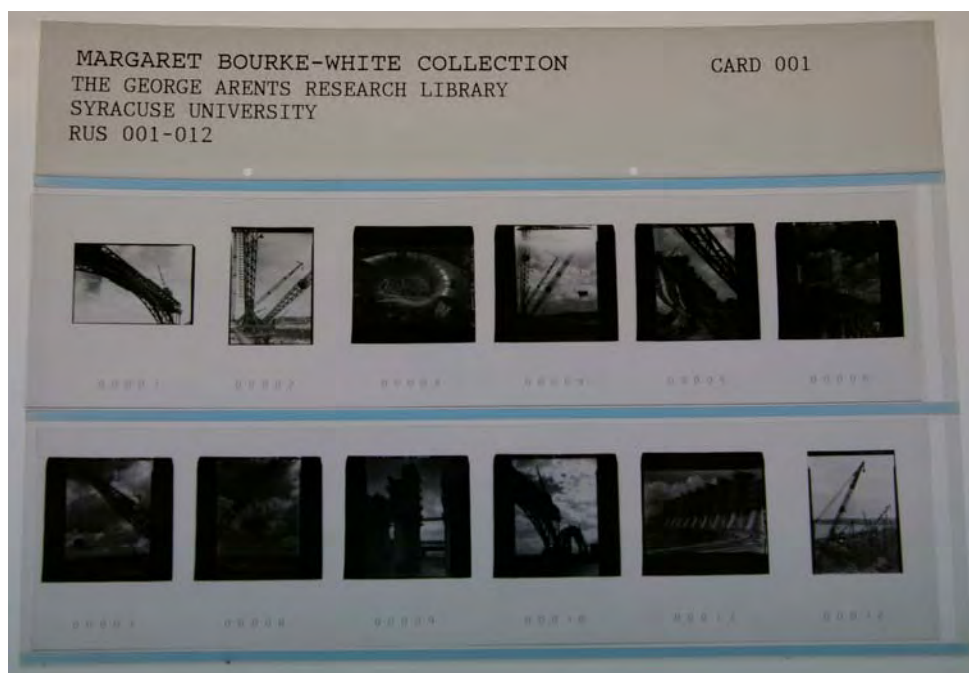
- Wrap 5 cartons of film into a block with plastic wrap.
- Pack the blocks into a heavy duty cardboard box lined with garbage bags.
- Label as wet film and ship to microfilm processor.



Jacketed microfilm

If not able to immediately recover, freeze or air dry within 72 hours.

- Cut the strips from the jackets with sleeve cutters.
- Wash and dry film.
- Insert into new jackets.



Diazo fiche

- Check for readability: if photograph has blistered, discard.
- If it has not delaminated, wash in cool water and dry on blotters or a lint-free cloth.

Motion pictures

- Rewash and dry within 72 hours (done by a film processor).
- Open film can, fill it with water, and replace lid.
- Pack into plastic pails or cardboard cartons lined with garbage bags.
- Ship to film processor for rewashing and drying.



Paintings

- Drain and carry horizontally.
- Set up tabletops padded with blotters and covered with plastic.
- Separate paintings showing structural damage from those that are merely wet. Signs of structural damage are:
 - Tears in the canvas.
 - Flaking, lifting, and dissolving of paint and ground layers.
- Dry the structurally-damaged paintings face up in a horizontal position, on the tables.
- Dry structurally sound paintings as follows:-
 - Set up several more layers of blotters on each table.
 - Add a layer of tissue paper on top of the blotters.
 - Unframe the painting, but do not remove it from its stretcher.
 - Lay the painting face down on this surface, making sure the tissue is not wrinkled.
 - Cut blotters to the inside dimensions of the stretcher frame.
 - Cut a sheet of plywood or thick masonite to the same dimensions, or smaller to fit inside the stretcher keys.
 - Cover the back of the canvas with a blotter (if the canvas is large and more than one blotter is necessary, butt the blotters end-to-end), then the board, and finally weights.
 - Change the blotter until the canvas is dry.
 - If the tissue on the front is sticks to the paint layer, leave it in place.

A qualified conservator should be called and consulted if unsure about the procedure of drying paintings. Contact SU Art Collections for advice on 315-443-4097.



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