

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 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.