

Conservation Materials Workflow

- For books and other bound materials, contact Michele Hamill (mh92@cornell.edu)--see description below
- For paper, photograph, and artifact collections, contact Michele Hamill (mh92@cornell.edu) --see description below
- Mixed collections do not need to be separated by type of material and can be brought to the attention of Michele Hamill (mh92@cornell.edu). Once in Conservation, the materials will be routed to appropriate staff.
- If there are questions routing an item or collection, please contact Michele Hamill and the item(s) will be directed to appropriate staff.

Books/Bound Material

contact Michele Hamill (mh92@cornell.edu)

Books are works in a multi-leaved or scroll format identified as

- book
- book in sheets
- bound material (letters, maps, newspapers, receipts, drawings, etc)
- diary
- music score
- notebook
- pamphlet
- periodical
- photo album
- screen play
- zine
- etc.

Books may be composed of

- bone
- clay
- leather
- paper
- papyrus
- parchment
- plastic
- stone
- other materials.

Bound Item enclosures:

Book conservation staff will provide boxes for book materials, including photo albums, and scrapbooks.

Note:

- Books may be in structures besides leaves and rolls (e.g., artist books).
 - They may be manuscript or printed.
 - They may be folios with no other form of attachment. (e.g., books in sheets).
 - They may be cataloged separately or as part of a collection.
 - Even though it may be part of a larger collection, if the item has a title, that title serves as a unique identifier.
 - Although the presence of a title is not a defining characteristic, it is a good guide for modern and printed materials. (For example, a bound group of letters or receipts may have no title, but a zine or magazine will.)

Paper/Photo Material

contact Michele Hamill (mh92@cornell.edu)

PAPER

- Individual sheets and collections of documents
 - flat, rolled, folded
 - may be attached to each other with a variety of fasteners (staples, paper clips, grommets, brads, pins, ribbons, string, ties, paper locking, wax seals, wafers, adhesive spots, among others)
- Drawings
- Prints
- Posters
- Maps (including individual maps with a cover attached to one section)
- Architectural drawings (all types; individual and attached--grommets/brads/staples)
- Broadsides
- Manuscripts
- Newspapers (all types—historic and modern)
- Documents (printed, or combination print and manuscript)
- Letters/correspondence
- Certificates, diplomas on paper or parchment
- Leaflets
- Tri-fold and bi-fold
- Ephemera (cards, tickets, bills, receipts, etc.)
- Paper items in loose leaf binders (the binder is considered an *enclosure/storage system*; most expertise in determining suitability of plastic for storage of paper materials)
- Paper items and/or artwork in artist portfolios (the portfolio is considered an *enclosure/storage system*; most expertise in determining suitability of plastic for storage of paper materials)
- Loose paper items within bound materials or accompanying bound materials
- Artwork
- Sheet music
- Papyrus

PHOTOGRAPHS

- All photograph types and formats (mounted, unmounted, cased)
- Photomechanical reproduction processes
- Photographs in loose-leaf commercial binders
- Photographs in commercial artist portfolios
- Photograph albums (jointly with Book Conservation)
- Loose or attached photographs in scrapbooks and bound material
- Negatives (glass, film, paper)

AV MATERIALS

- Albums (including covers)
- Magnetic media
- Film

TEXTILES

- Clothing/apparel including hats
- Banners, quilts, pillows
- Wall hangings
- Ribbons and pins
- Costumes

OBJECTS/ARTIFACTS

- Wood, metal, glass, ceramic, plastic, composite, stone, pottery, paper/board—all types/all formats
- Objects with leather component (jointly with Book Conservation)

PAINTINGS

ENCLOSURES

- commercial and custom paper folders, portfolios, mats, storage boxes (fitted commercial boxes, clamshell, MM-style case, etc) for the storage and protection of items under Paper/Photo