

# Conservation Procedure for Loans on the Cornell University Campus

*CUL Conservation supports the exhibition program of the Division of Rare and Manuscripts Collections, including loans. This document describes the established workflow and tasks necessary to facilitate the loan of RMC collections to other Cornell University Library units and Cornell University departments. (see: RMC exhibition and loan documentation for their procedures; see **Conservation Workplan: External Loans for the HFJ Museum**)*

**Conservation Contact:** [Michele Hamill](#), Head Conservator

| Person   | Department        | Role  |
|--|-------------------|---|
| <b>Michele Hamill</b> (Head Conservator)                       | Conservation /DCS | Coordinate loan support; review loan request/facilities report if available; assess paper/photo/artifacts for condition, stabilization/treatment needs, mount and environment needs; consult with RMC and borrowing unit /department; conduct stabilization/treatment; pack for transport if needed; review condition after loan  |
| <b>Trina Parks</b> ( Conservator for Special Collections )     | Conservation /DCS | Review loan request/facilities report for bound materials; assess bound materials for condition, stabilization/treatment needs, mount and environment needs; conduct stabilization/treatment; consultation; pack for transport; review condition after loan   |
| <b>Conservation Lab staff</b>                                  | Conservation /DCS | As assigned: may conduct stabilization/treatment; construct custom enclosures; pack for transport   |
| <b>Rhea Garen</b> ( Imaging and Scanning Lab Manager)          | DCAPS/DCS         | Coordinate loan-related digitization; image rare materials; create electronic files for distribution  |
| <b>Simon Ingall</b> (Visual Resources Collections Coordinator) | DCAPS/DCS         | Image rare materials  |
| <b>Kate Carlin</b> ( Exhibitions & Public Services Assistant)  | RMC               | Coordinate loan meetings with relevant staff; coordinate with curators and facilitate communication between borrowing unit/department; schedule Conservation review; track and route items to Conservation and imaging labs; assist with loan pick-up/return as needed; maintain records of loans   |
| <b>CUL staff /curators</b>                                     | RMC               | Communicate with the borrowing unit/department ; ensure all relevant information is provided and shared; verify items requested and conduct a preliminary review of any vulnerabilities or restrictions; forward facilities report (if available) to Conservation and request a physical review of materials; if loan request moves forward, ensure loan forms are completed, including any instructions for transport and display, and valuations for insurance purposes |
| <b>Connie Finnerty</b> (Administrative Manager )               | RMC               | Coordinate as needed for pick-up and drop-off at CUL loading dock   |

**CONSERVATION SUPPORT FOR RMC LOANS ON CORNELL UNIVERSITY CAMPUS (10 items or less \*\* ) :**

| Loan task  | Time estimate |
|--|---------------|
| Review borrowing institution's facilities report (if available) and loan request; provide feedback and recommendations | 1-2 hours     |
| Assessment/consultation /correspondence /review after loan return  | 3 -8 hours    |
| Stabilization/treatment /enclosures  | 3 -25 hours   |
| Condition loan documentation   | 3 -8 hours    |
| Custom mount construction ( <i>not usually required</i> )  | 3-5 hours     |
| Packing for transport  | 1 -5 hours    |

\*\* Larger numbers of loaned items would require more time and effort in all task categories.

**CONSERVATION WORKFLOW:**

### Short-term instruction, study room, or class display uses:

- Kate Carlin will notify Conservation if a condition review is required and will schedule.
  - Timelines for conservation treatment and any specialized mounts will be determined at this time. Usually 1 month notice is required if treatment/stabilization is needed.
  - Kate Carlin will route and track movement of collection materials to the Conservation Lab.
  - Conservation will document condition and maintain a record.
  - Conservation will stabilize/treat as needed.
- The borrowing unit or department is responsible for providing appropriate display supports for RMC collection materials. These can include foam book supports and commercially available acrylic cradles and stands. Other mounts (custom cradles, document mounts, sleeving/encapsulation, mats, and frames) will need coordination with Conservation, at least 1 month in advance (or longer depending on circumstances) and may be obtained through outside vendors at the expense of the borrowing unit or department.
- All RMC materials loaned to another Library unit or Cornell University departments need an outer layer of protection (e.g., an archival box or secure packing).
  - Conservation can advise on packing and transport, and can assist with packing.
- Hand carry by RMC staff presents some risks.
  - RMC Curator approval is required for hand carry.
  - Students or interns do not transport RMC collection items.
    - For student organizations (such as Greek letter societies) a student representative for the organization may hand carry the boxed (or otherwise protected) item, if approved by the University Archivist.
  - Hand carry may be acceptable for small number of stable items, and if the weight of the packed items is low, and weather conditions are safe. Oversize, heavy, or vulnerable materials should be transported by campus vehicle.
- RMC staff coordinate loan documentation.
- Conservation will review after the loan for condition concerns or needed treatment/housing upgrades.

### Exhibition:

- Conservation can review exhibition information provided by the borrowing unit/department, such as loan dates (exhibit duration and loan period); environmental conditions; staging and storage; display cases and methods; light levels; disaster preparedness; security; staff expertise; exhibition/loan experience. Site evaluations are not routinely conducted.
  - Notify curator and Kate Carlin by email of concerns and recommendations concerning the loan request, facilities, and display methods.
  - Correspond by email with the borrowing unit/department when needed (copying curator and Kate Carlin) to verify how the borrowing institution intends to display the item(s); relay recommendations and specifications (facsimiles, light levels, handling and display methods)
- Kate Carlin will notify Conservation if a condition review is required and will schedule.
  - Timelines for conservation treatment and any needed mounts will be determined at this time. Usually 1 month notice is required if treatment/stabilization is needed.
  - Kate Carlin will route and track movement of collection materials to the Conservation Lab.
  - Conservation will document condition and maintain a record.
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### Resources:

- Protecting Paper And Book Collections During Exhibition: <https://www.nedcc.org/free-resources/preservation-leaflets/2.-the-environment/2.5-protecting-paper-and-book-collections-during-exhibition> .
- Pre-made, non-adjustable acrylic cradles are available for purchase. For example, <https://www.gaylord.com/Exhibit-%26-Display/Display-Accessories/Cradles-%26-Mounts/Acrylic-Lipped-Open-Book-Cradle/p/HYB00832> )
  - Adjustable cradles:
    - <https://www.universityproducts.com/benchmark-butterfly-bookmounts.html>
    - <https://www.benchmarkcatalog.com/collections/benchmark-butterfly-bookmounts>
- Foam book supports are used for classes and instruction. For example, <https://www.gaylord.com/c/Medium-Urethane-Book-Mount-Set/p/52171>