School of Information, The University of Texas at Austin
INF 393C.10 Treatment techniques for flat paper
Course meeting times: Thursday, 1:00 - 4:00, UTA 1.506B (Paper Lab)

Course Description
Basic procedures and techniques for the care and handling of materials found in library and archival collections; setting realistic goals and priorities or collection care; basic concepts of preventive conservation. There are no prerequisites.

Lecturer: Karen L. Pavelka
Email: Pavelka@ischool.utexas.edu
Lab: UTA 1.506B phone: 512-471-8269
Office: UTA 5.422 phone: 512-471-8286
Lab hours: Posted on lab door and may change over the course of the semester

Teaching assistant: Lorrie Dong
Email: lorrie.d@gmail.com

Objectives:
Techniques that can do a substantial amount of good for the collection, but can be performed with minimal equipment, space, materials and skill will be covered. Additionally, students will learn how to teach techniques to others and how to evaluate and improve technicians' performance. Students will learn to:

- Perform basic conservation treatments including dry cleaning; humidification and flattening; and mending
- Design and build enclosures
- Assess the condition of materials and select appropriate repair techniques
- Allocate collection care resources
- Follow basic laboratory protocol

Tools and materials
Students will be provided with a tool kit for use during the semester. The tool kit must be returned in good condition at the end of the semester. Treatments will be performed on a variety of collection and non-collection materials, most of which will be provided by the instructor, but students are welcome to bring in materials from their personal collections to augment class assignments. Students will be responsible to supply some materials, such as small books for enclosures.

Lab use
Students will be given key card access to 1.506 (Ante room) at all times UTA is open. Please use this room respectfully. Reading materials are not to be taken from the room without the explicit permission of the instructor. (That's me, Karen, and no one else.) However, please do use the room. It is a nice, quiet place to read, study or have small meetings.

Students are welcome to use the paper lab 1.506B during lab hours and office hours. These hours will be posted on the doors to the ante room by the end of the first week of class. The lab has equipment for disaster response, microscopes and tools. Students may use any of these but only with the explicit permission of the instructor. (Again, that's me, Karen, and no one else.) Labs can pose physical and chemical dangers and all rules must be respected.

Lab rules
- No food or drink is allowed in the lab. Ever. This is for your own personal safety.
- Do not put your hands in your mouth when working in a lab. Ever.
- Do not touch your face, especially eyes.
- Close toed shoes must be worn at all times in the labs.
• Small children are not allowed in labs. Older, well-behaved, supervised children are allowed in for tours and such.
• Personal protective equipment must be worn as appropriate.
• Eye protection must be worn when working with power tools. Failure to adhere to this rule will result in an F for the course.
• Do not use any equipment unless you have been properly trained and have been given permission.
• The first aid kit is to the right of the utility sink.
• Do not open any cabinet or drawer unless you have been given permission.
• Do not borrow tools without permission.
• All tools must be cleaned before leaving the lab area.
• The lab should be cleaner when you leave it than it was when you arrived.

**Assignment due dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Assignment</th>
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<tbody>
<tr>
<td>August 29</td>
<td>Complete OH201</td>
</tr>
<tr>
<td>September 5</td>
<td>Design microclimate experiment</td>
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<tr>
<td>September 12</td>
<td>Complete small box; label samples</td>
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<tr>
<td>September 19</td>
<td>Bug hunt</td>
</tr>
<tr>
<td>October 24</td>
<td>All architectural materials treated and housed</td>
</tr>
<tr>
<td>October 24</td>
<td>Assessment of Briscoe materials</td>
</tr>
<tr>
<td>November 7</td>
<td>Evaluation of microclimate experiment</td>
</tr>
<tr>
<td>November 21</td>
<td>All Briscoe materials treated and housed</td>
</tr>
<tr>
<td>December 5</td>
<td>Housing prototype</td>
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**Grading**

Grade points will be distributed as follows:

- Microclimate experiment (All four parts) 20%
- Sample box 5%
- Bug hunt 5%
- Architecture mends 10%
- Briscoe assessment 15%
- Briscoe treatment 15%
- Housing prototype 15%
- Class participation 15%

**Course Policies**

Students with disabilities may request appropriate academic accommodations from the Division of Diversity and Community Engagement, Services for Students with Disabilities, 471-6259, [http://www.utexas.edu/diversity/ddce/ssd/](http://www.utexas.edu/diversity/ddce/ssd/)

Students are expected to adhere to the University Honor Code. [http://registrar.utexas.edu/catalogs/gi09-10/ch01/index.html](http://registrar.utexas.edu/catalogs/gi09-10/ch01/index.html)

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By UT Austin policy, you must notify me of your pending absence at least fourteen days prior to the date of observance of a religious holy day. If you must miss a class, an examination, a work assignment, or a project in order to observe a religious holy day, you will be given an opportunity to complete the missed work within a reasonable time after the absence.

Students are expected to adhere to the University Honor Code. [http://registrar.utexas.edu/catalogs/gi09-10/ch01/index.html](http://registrar.utexas.edu/catalogs/gi09-10/ch01/index.html)
Course schedule

August 29       Week 1
Microclimates; Basic lab safety

Readings:

Assignments:
Complete OH201 - Due August 29
Design microclimate experiment - Due September 19

September 5       Week 2
Introduction to materials; Work on experimental design

Readings:
Yale University Library. Traveling Scriptorium: Iron gall ink. Retrieved September 2, 2013 from http://travelingscriptorium.library.yale.edu/2013/03/21/iron-gall-ink/

Assignment:
Complete small box; label samples - Due September 12

September 12       Week 3
Mold prevention and remediation; IPM and dry cleaning

Readings:

Assignment:
Practice dry cleaning - Not graded, no due date
Bug hunt - Due September 19

September 19       Week 4
Implement experimental designs

September 26       Week 5
Humidification and flattening, various methods
Readings:
Assignment: Plan treatment of architectural drawings - Treated materials due October 24

**October 3**   **Week 6**
Work on architectural drawings

**October 10**   **Week 7**
Mending demonstration

Readings:
Assignment: Mend and house architecture drawings - Due October 24

**October 17**   **Week 8**
Evaluate materials from Briscoe

Readings:
Assignment: Write assessment of assigned materials - Due October 24; All treatment completed November 21
October 24  Week 9
Deacidification

Readings:

October 31  Halloween!
Housings: Simple and complex; Tour AAA

Readings:
PACCIN. Retrieved August 7, 2013 http://www.paccin.org/content.php

Assignment: Design and build prototype for housing - Due December 5

November 7  Week 11
Open labs

November 14  Week 12
Disaster response

Readings:
Disaster recovery guides will be provided during class.

November 21  Week 13
Assess salvaged materials

November 28  Thanksgiving
Eat!

December 5  Week 14
Compare prototypes
Wrap-up; Return tools; Clean labs