

This collection alone totals 11,000 linear feet. Copies of documents in the British Museum relative to shipping in the 18th and 19th centuries, records of the High Court of the Admiralty, 17th-19th centuries, miscellaneous British records and reports from the Canadian federal government are also available.

Among the Devonshire and Dorset records are seventy Anglican Parish registers from Devonshire; Exeter Quay Rate Books, 1600-1832; various business records, diaries; and Plymouth and Devonshire records concerning 17th century Newfoundland trade.

As most of the original and copied documents arrive uncatalogued, a small staff is maintained to list, index, sort and file the records. Most of the indices are on Kardex although some collections have been indexed in the form of publications. Facilities include offices for staff and researchers, several document storage areas and a main reading room equipped with microfilm readers and electronic calculators. During the year 1973-74, two hundred researchers used the archival facilities and 67 research reports were prepared for people from as far afield as New Zealand.

More information on the Maritime History Group and its archive is available from the Chairman, Maritime History Group, Memorial University, St. John's, Newfoundland.

Keith Matthews  
Maritime History Group

## **CONSERVATION: Technical Notes and Information<sup>1</sup>**

*A CONSERVATION PHILOSOPHY:* Service has been defined as doing what you can, where you are, and with what you have. As archivists' and manuscript librarians' budgets across the country succumb to the rigors of inflation, it is increasingly obvious that the desire of many directors to have a full-time conservator at work in their establishment will have to be deferred for some time to come. Yet the need to give more care and attention to archival collections grows daily, and it seems that the curator—the archivist—will be called upon to take certain preventive, “first-aid” conservation measures.

Preventive conservation is a legitimate and pressing concern for the archivist or curator. This type of conservation can be implemented in many areas where a modest investment of time and money can avert serious problems in the future. For example, preventive conservation encompasses

<sup>1</sup> Because conservation is a central concern to Archivists and Manuscript Librarians, *Archivaria* will carry this subsection of Notes and Communications as a regular feature. Comments and contributions should be sent to R. Lynn Ogden, Canadian Conservation Institute, 1030 Innes Road, Ottawa, Ontario K1A 0M8.

such areas as the procedures for the care, storage and handling of rare or unique materials and the problems of deterioration caused by the environment. "First-aid" conservation—for want of a better term—covers those aspects of conservation treatment which a non-conservator can properly tackle until more extensive action can be taken. These conservation procedures are generally non-chemical in nature.

### *Recommended Books*

Most archives do not have an "in-house" conservator to whom problems might be referred, but a number of books and pamphlets are available for reference. The following titles have been chosen with three purposes in mind: the emphasis on "first-aid" or preventive conservation; availability; and relative inexpensiveness. A basic reading list on paper conservation prepared by Joyce Banks in addition to those works commented upon immediately below, concludes this subsection on conservation.

Clapp, Anne F. *Curatorial care of works of art on paper*. 2nd rev. ed. Oberlin, Ohio: Intermuseum Laboratory, 1974.

This little booklet is perhaps one of the best available on preventive and "first-aid" conservation. In three brief sections, Anne Clapp summarizes "Factors potentially harmful to paper", "Procedures" for first-aid treatment, and "Space and furniture for the care of paper". She also includes two or three other extremely useful features: excellent footnotes on possible American suppliers, several useful appendices which include details on sample forms, matting, framing, fumigation and folder design, and an excellent bibliography. Though it is directed especially to curators of works of art on paper, this book is of general importance to all archivists.

Dolloff, Francis W. and Roy L. Perkinson. *How to care for works of art on paper*. Boston: Boston Museum of Fine Arts, 1971.

This booklet was prepared in co-operation with the Library of Congress as a result of an exhibition at the Boston Museum of Fine Arts. Although brief, it provides, as the joint authors state, "a basic explanation of the nature of paper and an enumeration of the fundamentals of preservation". The book is specifically directed to curators of works of art on paper, but includes helpful hints to those responsible for books, manuscripts and records lodged in special collections, archives, museums and historical societies.

Time-Life Books. *Caring for photographs: display, storage and restoration*. New York: Time-Life Books, 1972. (Life library of photography)

Perhaps one of the single most troublesome curatorial problems in archives relates to historical photographs. *Caring for Photographs* has proven to be a particularly useful and practical book for non-specialists. In approximately two hundred pages of text, illustrations and bibliography, the editors of Time-Life cover identification of various types of photographs, restoration (where it is possible), processing for permanency, safe and accessible storage, and preparation of photographic exhibits with preservation in mind. For the concerned archivist new to the field, this is an excellent place to start.

Seminar on the Theoretical Aspects of the Conservation of Library and Archival Materials and the Establishment of Conservation Programs, North Andover, Mass., 1973. *Conservation administration*. Edited by Robert C. Morrison, Jr., George M. Cunha, and Norman P. Tucker. North Andover, Mass.: New England Document Conservation Center, 1975.

This collection of papers emphasizes preventive conservation topics such as the organization and management of conservation programmes and "disaster planning". It also covers the experiences of a number of types of institutions in planning and operating conservation programmes. These institutional types include The Rhode Island Historical Society, the Wyoming State Archives, the Minnesota University Archives, the Mormon Archives and the Special Collections (Library) at Harvard. Although these papers are especially useful to directors or administrators of archival and library material, and although more drawings might have made it easier to follow some of the papers presented, this book is well worth the price (\$12.00).

### *Technical Notes and Information*

On the recommendation of Sheilagh Jameson of the Glenbow-Alberta Institute and Maryalice Stewart of the Archives of the Canadian Rockies, the Analytical Research Section of the Canadian Conservation Institute is evaluating archival quality photographic storage envelopes which are being developed by Canada Envelope. The test results will be reported as soon as possible.

Following the request of John Bovey, Provincial Archivist of Manitoba, the Environment and Deterioration Service Section of the Canadian Conservation Institute is gathering and evaluating information on the short and long term effects of photocopying processes on archival material. The results of these tests will be published as soon as they are available.

Another test is being conducted on Verd-A-Ray fluorescent tubes, a commercial product available from Verd-A-Ray Industries in Montreal, which purports to filter significant amounts of ultra-violet radiation out of fluorescent lighting. Several questions have been raised about this equipment recently by the Ukrainian Cultural and Education Centre, Winnipeg, and the Dunlop Art Gallery in Regina. Some tests of these products will be made and the results reported.

Many archivists are aware that pressure-sensitive tape is available for the *temporary* repair of books and documents. This product is easily reversible and *apparently* does not discolour over time. The brand name is Filmoplast and it is available in roll form from Vinilux Distributors, CP 1896, Station B, Montréal, Québec.

Readers in British Columbia will already be aware of the services of Bob and Jill Parliament at Parliament Book Conservation, 3744 E. Hastings Street, North Burnaby, B.C. Bob Parliament indicates that they are carrying a full range of archival supplies and are prepared to fill requests for small quantities of acid-free materials, UF1 Plexiglass, and so on. The minimum

order is \$5.00 plus shipping and handling charges. As well as making archival supplies available, the Parliaments visited the Prairies at the end of April and the first part of May this year doing "on site" work and minor repairs. Inquiries should be directed to Bob Parliament at the above address. For those who have had the frustrating experience of trying to find a supplier interested in providing small quantities of special archival supplies and who prefer a Canadian supplier, here is one source. If you know of others who provide a similar service, please let us know.

R. Lynn Ogden  
Canadian Conservation Institute

*Paper Conservation: A Basic Reading List*

The literature of paper conservation is extensive, but much of it is also repetitive or of such a highly technical nature that a considerable understanding of chemistry is required to comprehend it. However, there is a basic corpus which is easily understood by the trained archivist, and which is readily available at a moderate cost.

The following annotated list for an archivist's basic library of past and current writings on paper conservation probably includes as much information as the general archivist needs or wants to know about deacidification, treatment of weakened papers, inks, storage and the handling of fire and water damaged documents. It also provides through bibliographies the key to a more profound exploration of the topic. General headings were considered for the list, but because of its brevity, and since most of the monographs and articles treat a number of areas which reflect the close relationship between all aspects of paper conservation, a simple alphabetical listing has been used.

Banks, Paul N. "Environmental standards for storage of books and manuscripts." *Library Journal*, Vol. 99, (February 1974), pp. 339-343.  
*Deals concisely and intelligently with all aspects of environment for paper storage.*

Banks, Paul N. *Lamination*. Rev. ed. Chicago: The Newberry Library, 1974. Leaflet, 15 cents.  
*Brief, but packed with information, including a note on encapsulation, the names and addresses of reliable suppliers and the "only recognized conservation facility for paper materials in the Chicago area which accepts private commissions".*

Barrow, W.J. *Manuscripts and documents; their deterioration and restoration*. 2nd ed. Charlottesville, Va.: University of Virginia Press [1972], 84pp. Free.

Barrow, W.J. "Permanence in book papers; investigation of deterioration in modern papers suggests a practical basis for remedy", by W.J. Barrow and Reavis C. Sproull. Reprinted from *Science*, Vol. 29, (April 24, 1959), pp. 1075-1084. Available from the Barrow Research Laboratory. Free.

- Barrow (W.J.) Research Laboratory. *Permanence/durability of the book; a two-year research programme*. Richmond, Va.: Barrow Research Laboratory, 1963. 46pp. Free.  
*Describes testing methods and results. Investigates spray deacidification as an alternative to aqueous deacidification.*
- Barrow (W.J.) Research Laboratory. *Permanence/durability of the book—III; spray deacidification*. Richmond, Va.: Barrow Research Laboratory, 1964. 62pp. Free.  
*A full investigation of spray deacidification including its historical background and the testing of magnesium bicarbonate spray deacidification.*
- Barrow (W.J.) Research Laboratory. *Permanence/durability of the book—VI; spot testing for unstable modern book and record papers*. Richmond Va.: Barrow Research Laboratory, 1969. 28pp. Free.  
*Deals with the use of colour spot tests to identify the chemical content, especially acidity, for both coated and uncoated American papers.*
- Barrow (W.J.) Research Laboratory. *Permanence/durability of the book—VII; physical and chemical properties of book papers, 1507-1949*. Richmond, Va.: Barrow Research Laboratory, 1975. 48pp. Free.  
*Shows that deacidification could be necessary for papers dating from at least 1750.*
- Clapp, Verner W. "‘Permanent/durable’ book papers." *ALA Bulletin*, Vol. 57, (October 1963), pp. 847-852.  
*Explains what constitutes permanent/durable paper.*
- Clapp, Verner W. "The Story of permanent-durable bookpaper, 1115-1970." *Scholarly Publishing*, Vol. 2, (January, April, July 1971), pp. 107-124; 229-245; 353-367.  
*A brief history of papermaking identifying the technical processes which have resulted in the product with which we must contend today. Read with Permanence/durability—VII . . . . It provides an excellent overview of problem areas.*
- Cunha, George Martin. *Conservation of library materials; a manual and bibliography on the care, repair and restoration of library materials*, by G.M. Cunha and Dorothy Grant Cunha. 2nd. ed. Metuchen, N.J.: Scarecrow Press, 1971. Vol. 1. \$12.00.  
*A useful general reference manual which treats all aspects of paper conservation clearly and simply. Available separately from Vol. 2.*
- Cunha, George Martin. *Conservation of library materials; a manual and bibliography on the care, repair and restoration of library materials*, by G.M. Cunha and Dorothy Grant Cunha. 2nd. ed. Metuchen, N.J.: Scarecrow Press, 1971. Vol. 2. \$12.00.  
*Excellent source of retrospective material on paper conservation. Available separately from Vol. 1.*
- Cutter, Charles. "The Restoration of paper documents and manuscripts." *College and Research Libraries*, Vol. 28, (November 1967), pp. 387-397.  
*Discusses the flattening of folded documents, the restoration of fire and water-damaged materials, the silking tissue process, washing and bleaching, sprays and lamination.*

- Easton, William W. "Repair and preservation of map materials." *Special Libraries*, Vol. 61, (April 1970), pp. 199-200.  
*Brief but explicit instructions concerning the handling of maps from the time of their arrival.*
- Grove, Lee E. "Paper deterioration—an old story." *College and Research Libraries*, Vol. 25, (September 1964), pp. 365-374.  
*Reviews the history of the criticism of poor paper and some of the restoration methods used prior to Barrow's introduction of aqueous deacidification.*
- Horton, Carolyn. "Saving the libraries of Florence." *Wilson Library Bulletin*, Vol. 41, (June 1967), pp. 1035-1043.  
*Practical advice for the treatment of flood-damaged paper.*
- Langwell, W.H. *The Conservation of books and documents*. Westport, Conn.: Greenwood Press [1974, c1957] 114 pp. \$9.00.  
*Standard conservation reference tool with a chapter on inks.*
- McCarthy, Paul. "Vapor phase deacidification: a new preservation method." *American Archivist*, Vol. 32, (October 1969), pp. 333-342.  
*Describes a deacidification method which avoids immersing the paper. However, the treatment has proved fugitive and the chemicals used can be harmful to human beings.*
- Roche, Roger. *Conservation of collections—artistic and historic works on paper*. Ottawa, National Museums: Canadian Conservation Institute, 1973. 10 pp. Free.
- Smith, Richard D. "The Deacidification of paper and books." *American Libraries*, Vol. 6, (February 1975), pp. 108-110.  
*Brief and clear, this article is valuable not only for what it has to say about deacidification, but also for the list of suppliers' addresses included and a fine selective bibliography.*
- Smith, Richard D. "Guidelines for preservation." *Special Libraries*, Vol. 59, May/June 1968), pp. 346-352.  
*Provides details of the "Chicago Process" for mass non-aqueous deacidification, and outlines a procedure for application. This, and all other articles by Richard D. Smith, should be read by every archivist.*
- Smith, Richard D. "Paper deacidification: a preliminary report." *Library Quarterly*, Vol. 36, (October 1966), pp. 273-292.  
*A somewhat technical analysis of aqueous and non-aqueous deacidification methods. This article is, nevertheless, essential reading for archivists.*
- Smith, Richard D. "Paper impermanence as a consequence of pH and storage conditions." *Library Quarterly*, Vol. 39, (April 1969), pp. 153-195.  
*Considers the effect of "excessive acidity and inferior storage conditions on the useful life" of paper stored in institutions. Includes an excellent bibliography.*
- Stanojlovic, Ljiljana. "Restauration des livres et du materiel d'archives." *Archives; Revue de l'Association des Archivistes du Québec*, Vol. 7, (mai/août 1975), pp. 135-137.  
*Deals with the cleaning of papers, and the treatment of papers bonded together as a result of humidity.*

- Virginia. State Library. *The Barrow method of restoring deteriorated documents*. Richmond, Va.: W.J. Barrow Restoration Shop, State Library Building, 1970. 20 pp. Free.  
*Considers the deacidification of paper and the effect of deacidification on inks, as well as the effectiveness of lamination with film or tissue.*
- Virginia. State Library. *The Manufacture and testing of durable book papers; based on the investigation of W.J. Barrow*. Edited by Randolph W. Church. Richmond, Va.: The Virginia State Library, 1960. 63 pp. Free.  
*Barrow's alternative to the non-durable papers currently produced, supported by extensive testing results. Note: Xerox has recently introduced Archive Bond for the preservation of modern records.*
- Waters, Peter. *Procedures for the salvage of water-damaged library materials*. Washington, D.C., Office of the Assistant Director of Preservation: Library of Congress, 1975. Free.  
*An excellent pamphlet by a recognized authority, giving good practical advice for the handling of soiled and water-soaked papers in huge quantities. Discusses holdings on film as well as on paper.*
- Winger, Howard W. *Deterioration and preservation of library materials; the thirty-fourth Annual Conference of the Graduate Library, August 4-6, 1969*. Ed. by H.W. Winger and Richard D. Smith. Chicago and London: University of Chicago Press [1970]. (Studies in Library Science Series) 200 pp. \$9.00.  
*An excellent treatment of the main topics related to paper preservation, with a lengthy article by Richard D. Smith, 'New approaches to conservation', on mass deacidification. An added bonus is the fine article on the preservation of photographic images.*

### **How to acquire the materials recommended above:**

#### — Free Monographs

All items relating to Barrow's studies are available free of charge and should be requested by archivists on their institution's letterhead from:

W.J. Barrow Research Laboratory, Inc.,  
Virginia Historical Society Building,  
Box 7311  
Richmond, Virginia 23221 U.S.A

The Library of Congress pamphlet is also free, and should be ordered on the institution's letterhead from:

Office of the Assistant Director of Preservation  
Library of Congress  
Washington, D.C. 20540 U.S.A.

The Canadian Conservation Institute title is available from:

Atlantic Conservation Centre  
P.O. Box 645  
236 St. George Street  
Moncton, New Brunswick E1C 8M7

## — Commercially Available Monographs

Most publishers are willing to bill scholarly institutions, but some may require pre-payment. The archivist should write directly to the publisher on the institution's letterhead. Publications of the following are included in the list above:

Greenwood Press, Inc., 51 Riverside Ave., Westport, Conn. 06880 U.S.A.	University of Chicago Press 5801 Ellis Ave., Chicago, Ill. 60637 U.S.A.
Scarecrow Press Inc., 52 Liberty Street, Metuchen, N.J. U.S.A.	Newberry Library Publications 60 West Walton Street, Chicago, Ill. 60610 U.S.A.

## — Periodical Articles

These have been selected from periodicals which are probably available on interlibrary loan. Archivists, however, should inquire first about interlibrary loan costs in order to make a comparison with the cost of photocopies of articles. Any regional or public library which cannot supply the material may borrow from the National Library of Canada, which does not charge for interlibrary loans. The National Library lends only to other libraries.

Joyce M. Banks  
Rare Books and Manuscripts  
National Library of Canada

## Western Canadian Studies Conference 1976

The 8th Annual Western Canadian Studies Conference, sponsored by the University of Calgary's Department of History, has suffered in attendance, though not in quality, from the present economic stringency. Only sixty-three persons were formally registered, though more substantial numbers attended the free sessions. The contingent of archivists was down considerably from previous years, with only one representative from the Public Archives of Canada, one from British Columbia, and none from either Saskatchewan or Manitoba. The poor response was largely because of the inability of the Conference to offer travel grants. The future of the Conference seems secure, however, despite the declining financial support. At the business meeting on 28 February 1976, the organizers expressed confidence that the University of Calgary would increase its support if other funding fails.

The theme of the Conference was "Social Change in Western Canada" and eleven papers were delivered. Most of the papers adhered, at least loosely, to that theme, though a trio on the last afternoon strayed onto the