

## MAPS & DOCUMENTS FACTFILE

Maps and drawings in Reference & Local History Libraries make up some of this Country's most valuable and used collections. Collections also include posters, prints, letters, deeds and documents.

Looking after and preserving these collections is therefore of prime importance. Our Company provides a number of services to allow these collections to be stored, yet remain as 'working' collections.

### Our services include:

**Dry cleaning**  
**Repairs**  
**Copying of original**  
**Multiple copying**  
**Boxes & Folders**

**Encapsulation of original**  
**Lamination of copy**  
**Mounting**  
**Dissecting**

**All the work is undertaken using reversible processes and acid free materials. \* (see lamination)**

### DRY CLEANING

The maps, drawings or any paper-based artefacts are carefully inspected on illuminated tables to consider the work required. Dry cleaning of dirt, dust, mould or soot is carefully carried out using combinations of air-brushes, Document Cleaning Pads containing soft, grit-free powder that absorbs and cleans surface dirt and vulcanised rubber Dry Cleaning Sponges. Stain removal if required can be undertaken but is not recommended lightly as the processes involve the introduction of chlorine bleaches. Dry cleaning also helps reduce the effects of stale odours and musty smells in paper. Vellum and parchment can also successfully be surface-cleaned and relaxed.

### REPAIRS

All curled edges, tears and patches are carefully repaired using a variety of methods including Archival Area Bonded Tissue for larger repair work.

**Note:** there will be a certain loss of clarity of documents when covered by repair tissues.

### ENCAPSULATION

Using clear inert polyester film, the restored original is sandwiched between two layers. Sealing the original in place within the envelope is a double-sided adhesive tape. The original can therefore be removed at a later date with no further damage to it. Encapsulation is archivally approved and particularly well suited as a conservation measure for older and more fragile or vulnerable material needing only the minimum repairs or preparation prior to the process and allowing safer handling and reference.

### MOUNTING

Depending on the age and value of the material will depend whether we advise to mount on linen or paper. Either way, mounting ensures the material is better supported for safer handling. Window mounting to frame documents is also available.

### DISSECTING

When dealing with larger maps and plans, dissecting has the advantage of allowing easier handling and safe protection within a map case or other custom made housing for storing on shelves or in draws.

### COPYING

Both in black & white and full colour, copying can be to original size, reduced or enlarged (up to AO maximum).

## MULTIPLE COPYING

We will be pleased to provide estimates for reproducing multiple copies for either extra working copies or retail purposes.

## LAMINATION

The copy/copies of the maps or plans can be laminated so that each whole item is covered and adhered to a semi-stiff plastic film. This becomes your working copy, which can be marked and easily cleaned.

**Note:** this process is not reversible and heat is used. It is therefore not recommended for older original documents.

**Please note that the above services can all be used in conjunction with each other**

Those items that are stored in hanging file cabinets can have new hanging strips applied that can also have title information and other catalogue index tabs added.

**Attached is an instruction form for EACH MAP/DRAWING that can be used for communicating FULL instructions**

| <b>BLISSETT BOOKBINDERS</b>  |                          |   |                          |
|--|--------------------------|---|--------------------------|
| <b>INSTRUCTION SLIP FOR TREATMENTS TO MAPS, PLANS etc.</b>   |                          |   |                          |
| Please complete this instruction slip for each map (set of maps). Tick each box for work required. For help in completing this, please phone Gary Blissett or Robert Bolton on 020 8992 3965 |                          |   |                          |
| FROM: _____  | LIBRARY DATE: _____      |   |                          |
| TEL: _____   | CONTACT: _____           |   |                          |
| MAP TITLE OR REF No: _____   |                          |   |                          |
| REPAIRS ONLY   | <input type="checkbox"/> | ENCAPSULATION ONLY  | <input type="checkbox"/> |
| DRY CLEAN/EDGE REPAIR<br>TEAR FIXTURE/<br>ENCAPSULATION  | <input type="checkbox"/> | DRY CLEAN/EDGE REPAIR<br>TEAR FIXTURE/ENCAPSULATION<br>HANG STRIP | <input type="checkbox"/> |
| INFORM TABS  | <input type="checkbox"/> |   |                          |
| Lettering Details: _____   |                          |   |                          |
| LAMINATE ORIGINAL  | <input type="checkbox"/> | MAKE COPIES ( No.....) BLACK & WHITE                              | <input type="checkbox"/> |
| LAMINATE COPIES  | <input type="checkbox"/> | FULL COLOUR   | <input type="checkbox"/> |
| MOUNT ON LINEN   | <input type="checkbox"/> | MOUNT ON ACID FREE CARTRIDGE                                      | <input type="checkbox"/> |

There are other Factfiles in this series including Hardcopy Reproduction, Local Studies Library Binding and Library and Information Staff Training. Please ask for any that are of interest to you by speaking to your Binding Consultant.

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