

# *Conservation of Public Library Materials*

## **A Training Program**

Conducted by

the

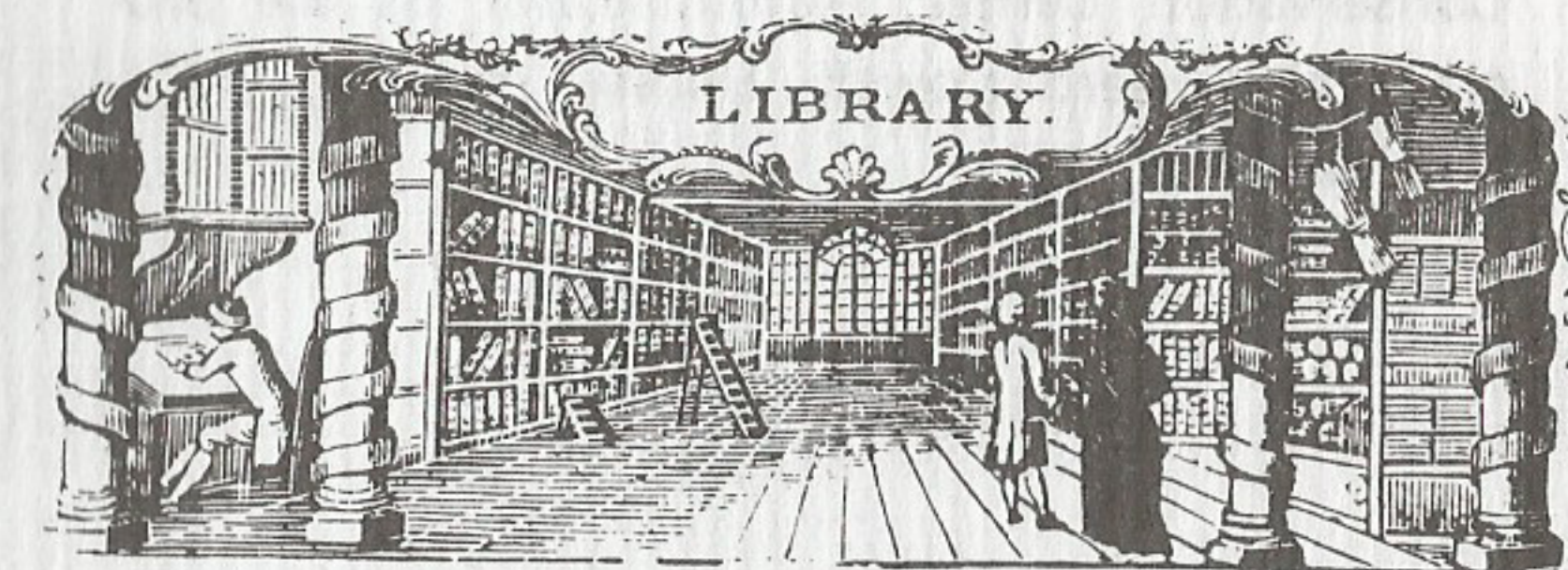
New England Document Conservation Center

Sponsored by

the

Massachusetts Bureau of Library Extension

Department of Education



Funded by a grant from

the

Library Services and Construction Act

Title I

The New England Document Conservation Center is authorized by the terms of a library agreement subscribed to by the six Library Compact administrators and approved by the Attorneys General of each state.

The purpose of the Center is to administer and supervise a workshop with the necessary facilities and staff to restore, preserve and maintain the physical condition of books, prints, maps, broadsides, manuscripts and similar documentary materials of historic, archival or cultural interest. At the discretion of the Board and as funds are available, the Center's programs will expand to include a laboratory to investigate materials and equipment and conduct studies and tests in order to develop methods to protect, preserve and maintain the integrity or improve the physical condition of such documentary materials; provide field inspection and consultation services to assist institutions to carry out conservation programs and render conservation services to them; conduct seminars, schools, workshops and other training aids for staffs of libraries and archives; publication of guides, manuals and information bulletins. However, in no event shall the cost of restoration of a document subsidize the foregoing or any other programs not an essential part of the restoration process.

The services and facilities of the Document Center are available to public libraries, state and local archival agencies and private non-profit historical, educational, and cultural institutions on an "at cost" basis. At cost is understood to be the sum of the costs of labor and materials used and a pro-rated share of the overhead charges involved in the operation of the Center.

*New England Document Conservation Center  
Merrimack Valley Textile Museum  
800 Massachusetts Avenue  
North Andover, Massachusetts 01845  
(Telephone 617-686-9669)*

Howard Lowell  
Bureau of Library Extension  
648 Beacon Street  
Boston, MA 02215

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648 Beacon Street  
Boston, Massachusetts 02215

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## PURPOSES

The purposes of this training program are to inform public library administrators, librarians and trustees of the need for long-term planning in the preservation and use of public library materials, and to provide practical training in preventive conservation measures and preservation techniques.

## PARTICIPANTS

Administrators, librarians and trustees in Massachusetts public libraries are invited to register for this program. The first two program sessions will be held in the Saxe Room of the Worcester Public Library on Thursday, October 24, 1974 and Thursday, October 31, 1974. A third "practical" session will be scheduled at various locations throughout the Commonwealth. Program participants should plan to attend both the October 24th and October 31st sessions.

Director of the training program is George M. Cunha, Director/Conservator of the New England Document Conservation Center assisted by Father Charles Brandt, Field Service Coordinator of the Conservation Center. Administrator of the program is Howard Lowell, Bureau of Library Extension.

## PROGRAM

<b>Session 1</b>	Saxe Room, Worcester, Public Library - October 24, 1974
9:00 - 9:30	Registration and Coffee
9:30 - 10:00	Introduction and Welcome
10:00 - 11:00	The Scope of the Problem
11:00 - 11:30	Review of Materials
11:30 - 12:00	Discussion
12:00 - 1:00	Lunch
1:00 - 3:00	Causes for Deterioration
3:00 - 3:30	Coffee
3:30 - 4:30	Discussion and Evaluation
<b>Session 2</b>	Saxe Room, Worcester Public Library - October 31, 1974
9:00 - 9:30	Registration and Coffee
9:30 - 10:30	Preventive Conservation vs. Restoration
10:30 - 11:30	Environmental Controls
11:30 - 12:00	Discussion
12:00 - 1:00	Lunch
1:00 - 3:00	Routine Care of Materials
3:00 - 3:30	Coffee
3:30 - 4:30	Discussion and Evaluation
<b>Session 3</b>	Practical Skills Sessions

Location and dates to be determined

Application Must Be Returned by September 27, 1974

Name of Library \_\_\_\_\_

Address of Library \_\_\_\_\_

Telephone \_\_\_\_\_

Names of Participants \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Participants should plan to attend both the  
October 24, 1974 and October 31, 1974  
Sessions.