



Care of Books, Documents, and Other Personal Treasures Sources for Further Reading

Books

- Caring for your collections.* The National Committee to Save America's Cultural Collections. New York: Harry N. Abrams, Inc. 1992..
- Greenfield, Jane. *Books: their care and repair.* New York: H.W. Wilson Co., 1983.
- Greenfield, Jane. *The care of fine books.* New York: N. Lyons Books, 1988.
- Lavender, Kenneth. *Book repair: a how-to-do-it manual*, 2nd edition. How-To-Do-It-Manuals for Librarians No. 107. New York, London: Neal-Schuman Publishers, Inc. 2001.
- Long, Jane S. and Richard W. Long. *Caring for your family treasures.* Heritage Preservation. New York: Harry N. Abrams, 2000.
- Ritzenthaler, Mary Lynn. *Preserving archives and manuscripts.* Chicago: Society of American Archivists, 1993.
- The National Trust manual of housekeeping.* Amsterdam and Boston: Elsevier, 2006.

Online guides on caring for personal treasures

- American Institute for the Conservation of Historic and Artistic Works: <http://aic.stanford.edu/>. Select the tab "Public Info" for guidelines on selecting and working with a conservator as well as brochures on caring for special objects, architecture, books, ceramics and glass objects, furniture, metal objects, paintings, photographic materials, works of art on paper, and home videos.
- Canadian Conservation Institute: <http://www.preservation.gc.ca/no-flashindex.html>. Preserving My Heritage (English and French). Sections on "How to Care for . . ." paper documents, books, photographic materials, textiles, furniture, glass, ceramics, videotapes, carpets, musical instruments, kitchen utensils, clocks, coins, and others.
- Conservation OnLine [CoOL]: <http://palimpsest.stanford.edu/>. See especially the link under "Conservation Topics" on "Conservation/Preservation Information for the General Public."
- The Henry Ford: <http://www.hfmgv.org/explore/artifacts/default.asp>. See pages on "Caring for Your Artifacts," including information about textiles and costumes, archival materials, brass and bronze, clocks, furniture and wooden objects, glass and ceramics, historical iron, historical silver, historic tabby, log buildings, oil paintings, photographic prints, and art on paper.
- Library of Congress, Preservation Directorate: Preparing, Protecting, Preserving your Family Treasures. <http://www.loc.gov/preserv/familytreasures/index.html>. Sections on care and storage of books, motion picture film, photographs, newspapers, sound recordings, and print, posters and maps. Information on recovering materials after a disaster.
- National Archives and Records Administration: <http://www.archives.gov/preservation/>. See "Caring for Your Family Archives."

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Smithsonian Institute, Smithsonian Museum Conservation Institute: <http://www.si.edu/mci/>. Click on the “Learn More” tab to navigate to information on furniture, insects and pests, objects, paintings, paper-based materials, textiles, and more.

Online guides for museum, library, and archives staff

National Park Service: see the Museum Handbook on management of collections at <http://www.cr.nps.gov/museum/publications/MHI/mushbki.html>, The Conserv O Grams at <http://www.cr.nps.gov/museum/publications/conservoogram/conserv.html> provide technical leaflets on a wide variety of topics relevant to the preservation of museum and historic collections.

Northeast Document Conservation Center: <http://www.nedcc.org/>. Click on “Resources” and “Technical Leaflets” for brochures on disaster recovery and caring for library and archive collections; many of the leaflets are also available in Spanish and Russian.

Michigan Alliance for the Conservation of Cultural Heritage: <http://www.macch.org/>. “Disaster Recover Resource Center” with information, lists of suppliers and service providers, and links.

SOLINET: <http://www.solinet.net/preservation/>. Focus is on library and archive materials. Section on disaster mitigation and recovery and technical leaflets of preservation topics.

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