



Procedure for Processing Exhibition Items

Iraqi Jewish Archive Preservation Project National Archives and Records Administration

With the list that the exhibition curator and the exhibition project manager gave the conservation team on 11/14/2012, there are 31 IJA numbers on the Preliminary Exhibit List for exhibition of the original or for exhibition of a scan, facsimile or wall panel enlargement. They break down into these groups:

- Several trunks
- 18 Archival items, including 1 Parchment
- 13 Books
- 1 Tik

The IJA Conservation team has created a form for each object's exhibit requirements that is analogous to the one that ReDiscovery generates as its "Condition Examination and Treatment Requirements (For Exhibition)" form. Similar to the form that prints from ReDiscovery, the IJA Requirements for Exhibit form will include the IJA number, a brief description of the object, the desired location/case in the exhibit that the object will appear, the page opening and dimensions. All that information will appear at the top of the form.

A conservator will fill out the middle and bottom of the form:

- Condition Assessment
- Light Stability Assessment
- Proposed Treatment with Estimated Hours
- Mounting/Cradle Requirements

These Exhibit Forms will have spaces for signatures by IJA Conservators. For treatments that go above and beyond standard IJA treatments (mold remediation, flattening and mending) there will also be signatures for the IJA Project Manager and the RXC Director to sign off on the treatment proposed for exhibit.

As treatment progresses, it may be necessary to amend the treatment proposal in cases where the original materials require a different course of action than originally proposed. In these cases, a written addendum to the original treatment proposal will go through the same signature approval process as the original exhibit treatment forms did.

Items previously treated by Conservation that have subsequently been chosen for exhibit may require additional treatment to bring them up to the exhibit standard.

Books:

- Books slated for exhibit will have photodocumentation of before, during and after treatment as well as the Condition Examination form. After treatment a complete Treatment Report will cover all the different treatment steps the books went through.
- Books will be treated as per the IJA Conservation Protocols, with toned paper mends throughout the book to keep a uniform presentation of the whole object consistent for the online component of the exhibit.
- Books with excessively damaged bindings and severe tide lines or severely darkened paper may benefit from washing the text block. If washing is to be attempted, careful testing of the inks with deionized water, alcohol and a mixture of water and alcohol will be done in order to make sure that there will be no loss of fidelity of ink during the washing process.
- The bindings will be evaluated for stability and repaired or replaced to be able to withstand exhibition open to the desired page opening. Conservation will recommend the dimensions for custom cradles to be built for each book, determined by the page opening required for exhibit.

Archival Materials:

- Archival documents selected for exhibit (as originals or facsimiles) from larger archival IJA units will be treated as per the IJA Conservation Protocols for the Imaging queue. Once specific pages or sets of pages have been selected by the curator, additional flattening, mending, surface cleaning, or toning may be necessary for those leaves before they can be exhibited.
- In order to maintain original order, the original documents to be exhibited will be photocopied on to Permalife paper and the photocopy will be inserted into the correct position in the file folder with a separation sheet filled out in duplicate. One copy of the separation sheet will travel with the exhibit document and one copy of the separation sheet will remain in the original position in the file folder with the photocopy so that there is no confusion as to where the original belonged. The document's box and folder will be noted on the exhibit form for ease of replacing it ultimately.
- Documents to be exhibited as facsimiles will temporarily have separation sheets until they are imaged for exhibition facsimile fabrication and then will be returned to their original location by IJA conservation staff.

- The pages will be mounted for exhibit using non-adhesive techniques appropriate to their fabrication and condition.

Imaging:

- Conservation will send all exhibit materials to Imaging before March 1, 2013.
- If an exhibit item has already been imaged, it may need to be imaged again for exhibit quality reproductions, or to represent exhibit level treatment that the original imaging did not capture.