

SHIN BOOK & PAPER CONSERVATION

REHOUSING PROPOSAL

Item(s):	87 items in Gilbert and Ursula Farfel collection of incunable and manuscript leaves		
Owner:	Mahn Center for Archives and Special Collections, Ohio University Libraries		
Examiner:	Yungjin Shin	Date Proposed:	February 24, 2025

This rehousing proposal is based on a preliminary visual examination of the 87 items in the Farfel Collection, performed 1/28-2/11/2025 at Alden Library, Ohio University.

1. Survey Summary

Material

- Most items are flat, single-leaf papers, with a few exceptions: papyrus leaves, palm leaves, and a parchment leaf.
- Five or more items consist of multiples leaves.
- Approximately 10 items are folded folios.

Current enclosures

- Most items are housed loosely in their current enclosures.
- Approximately 18 of them are hinged to a board or have remnants of hinges or tapes.

Condition

- Overall, the collection is in good, stable condition.
- Two to three items need stabilization (minor mending or consolidation).
- Taped and hinged leaves are currently in good condition but carry a potential risk of further deterioration if not removed.

2. Rehousing Proposal

- All items will be grouped by size (and by language when possible), with each group housed together in a corrugated-board clamshell box.
- The basic enclosure for each leaf will be Mylar L-sleeve placed in an archival folder. All sleeves and folders within the same box will be uniform in size to prevent movement inside the box.
- Any leaf attached or hinged to a support will be released.
- Extra materials and previous enclosures containing object-related information will be saved separately, with the corresponding Farfel number written.
- Special housing:
 - a. Stack of Mongolian and Tibetan leaves (Farfel 449, 609, 610, 612, 642)
 - Stable leaves will be rehousing individually in Mylar sleeves or with glassine interleaving. A four-flap wrapper will hold each stack.

- Fragile leaves will be rehoused in a glassine folder with blotter paper support. A four-flap wrapper will hold each stack of leaves.
- Each stack will be fitted in a sink-mat within the folder to prevent shifting.
- b. Leaves with paint or colorwork
 - Rehouse in a glassine folder or add glassine interleaving within the archival folder.
- c. Fragile leaves
 - Rehouse in a Mylar sleeve with one side sealed for easier access.
- d. Tabbed leaf
 - Add a corrugated board support with a cavity carved out to accommodate the tab's thickness.
- e. Papyrus (Farfel 627)
 - Glaze between two Corning Gorilla glass sheets, sealed with Tyvek tape.
 - The glazed papyrus will fit it in a sink-mat within the folder to prevent shifting.
- f. Palm leaves (Farfel 526 & 641)
 - Interleave the leaves with glassine and place them between two corrugated boards (slightly larger than the leaves), secured with string ties.
 - Each stack will be fitted in a sink-mat within the folder to prevent shifting.
- Stabilization:
 - a. Reinforce and/or consolidate fragile areas with Japanese paper and wheat starch paste as needed (Farfel 127, 156, 513).
 - b. Remove or mechanically reduce remnants of hinges and tapes where possible. For stubborn tape residue, cover the tackiness with cellulose powder or pre-coated Japanese tissue.

3. Estimated Supplies

Name	Size in Inches	#	Approx. Cost
Mylar L-sleeves	10 x 13	4	\$6.40
Mylar L-sleeves	13 x 19	8	\$23.60
Mylar L-sleeves	15 x 22	50	\$205.00
Mylar L-sleeves	18 x 24	16	\$100.00
Mylar L-sleeves	24 x 36	1	\$8.75
Glassine	24 x 36 (100-pack)	1	\$56.5
Blotting Paper	24 x 38	1	\$7.65
Heritage Archival Bristol Board (10 pt.)	30 x 42	54	\$167.40
Corrugated boards (B-Flute)	14 x 18 (10-pack)	1	\$24.77

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Corrugated boards (B-Flute)	32 x 48	5	\$47.05
Corrugated boards (B-Flute)	49.6 x 73.25	1	\$24.50
Corrugated boards (E-Flute)	16 x 20 (10-pack)	1	\$35.01
Corning Gorilla Glass	12 x 12 x 0.0472	2	\$201.06
Total Supply Cost			\$907.69