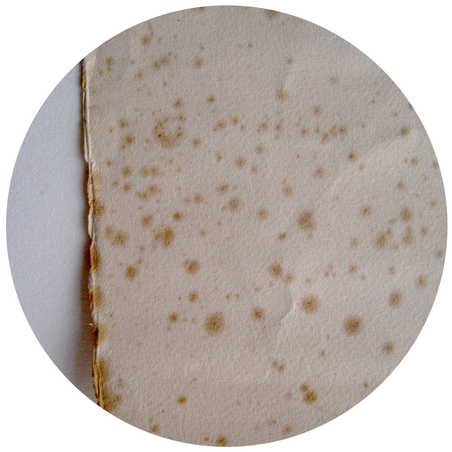
RECOGNIZING PRESERVATION NEEDS

FOXING

- Paper deterioration in the form of reddish-brown spots
- Caused by high humidity
- Not a form of mold, but it does damage the physical integrity of the paper



BRITTLE PAPER

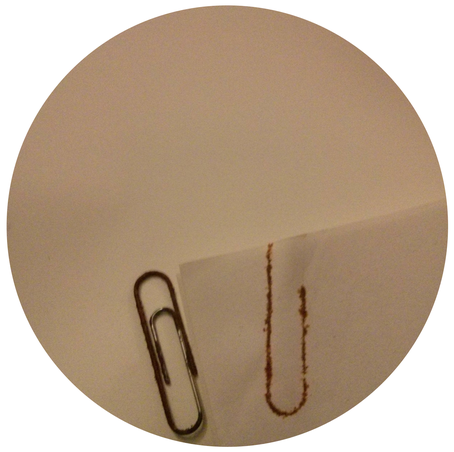
- Caused by acid hydrolysis: cellulose in paper reacts with moisture in the air and break down over time
- A consequence of chemical processes used in the production f paper

MOLD

- Isolate affected document immediate
- Can spread to other surround records
- Causes of mold growth: moisture, high humidity, fluctuations in temperature, stagnant air circulation

METAL FASTENERS AND RUSTING

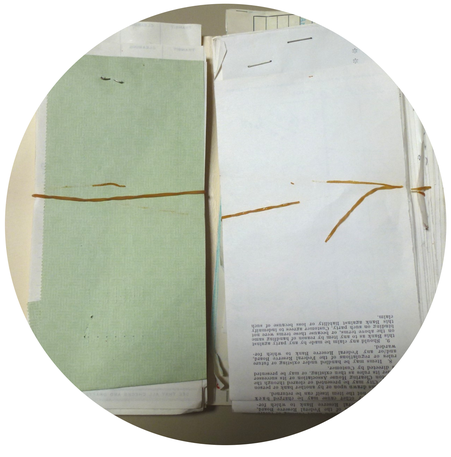
Many metal fasteners corrode and ruse, causing permanent staining and weaking of paper



PEST DAMAGE

- presence of actual insect
- insect skins or other body parts
- chewing marks
- tunneling marks
- exit holes in suraces
- graxed surfaces
- webbing
- fecal spots or stains

RUBBER BANDS

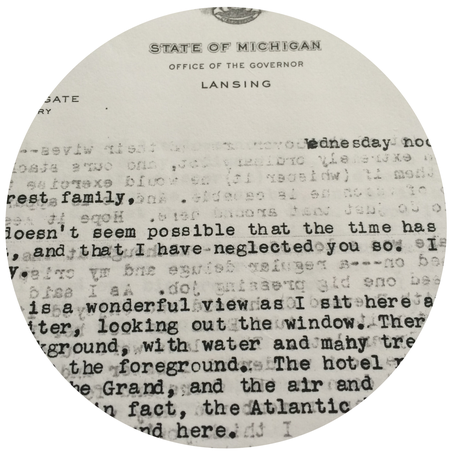


- Causes physical or chemical damage
- Rubber bands loose their elasticity over time, become hard, and adhere to the surface of the paper

RECOGNIZING PRESERVATION NEEDS

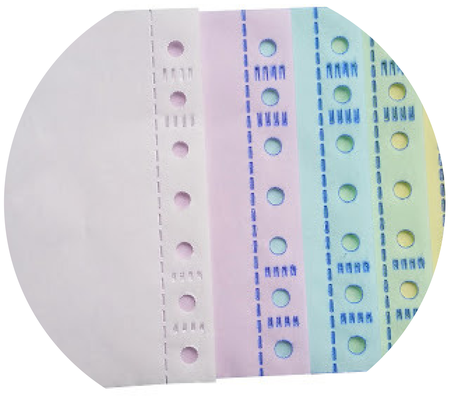
CARBON COPY PAPER

- Thin, semi-translucent tissue=like paper
- Text will tend to be faint and full
- Monochrome text
- Maybe typewritten or handwritten



CARBONLESS COPY

- Used for data entry
- Made up of a top sheet with one or more sheet underneath in various colors
- Yellowing and brittleness
- Image fading is extreme and image loss can occur in a few years



THERMOFAX

- Common for office use, 1950-1980s
- Theromofax copies will have a browned recto (front) and a white verso (back)

DISCOLORATION AND FADING

- Caused by degradation of paper byprolonged light exposure
- Caused by the oxidation of cellulose in the paper over time
- Caused by other environmental and chemical faactors