



SAN GEMINI PRESERVATION STUDIES

**(WVU) Syllabus ARHS 456:
Professional Field Experience
Handwritten and Printed Archival materials Restoration Methods*
3 credit hours
(SGPS) SG 206B – 3 Units**

Summer Semester, 2024
San Gemini, Italy Session 2
(July 29 – August 9)
Meets daily: 10:30-12:30 for lectures and 3:00-7:00 for workshop
Location: Via delle Mura 4 classroom for both lectures and workshop
Lead Instructor Prof. Melania Zanetti
Email: melania.zanetti@unive.it
Office Hours: on site TBA

Note: this is a course that can only be completed in San Gemini, Italy and not on the WVU campus or online. There are flight, meal, and program costs related to the course. Please go to the WVU Education Abroad website for current cost information. <https://educationabroad.wvu.edu/>

***Must be taken with the following co-requisite:**

ARHS 455: Professional Field Experience — Paper Media and Restoration Methods for Artworks

No prerequisites required

Catalog Description:

Students gain hands-on experience the basic skills required for restoration of paper media and original archival materials. Students learn and apply basic conservation and restoration skills on original engravings and, having acquired sufficient skill, restore unique manuscript documents from the San Gemini Historic Archive and the National Archive of Genova (13th-19th centuries).

Additional Information:

This course is aimed at two types of students: those planning to become restorers and those planning to manage paper-based resources in libraries, archives or museums. For those planning on a career as a restorer, this is a **good introduction to the field** to be followed up by further education. For those planning to manage paper-based resources, it is a good overview of the field and offers insight and experience on the safe storage and conservation of paper materials.

The work done in the workshop is actual work conserving original materials (13th-19th centuries) from these archives that becomes part of the students' professional curriculum.

The course includes some study visits to local libraries and archives.

Student Learning Outcomes:

Students who successfully complete this course will be able to:

- Analyze physical properties of document and create map of the damage.
- Apply dry cleaning methods to paper document
- Test for, determine and apply appropriate wet cleaning methods
- Select appropriate materials and mend tears in paper, infill losses, line weak paper structures and flatten paper documents
- Make or choose appropriate mounts and cases to display or protect documents

Summary of Lecture content

Books, manuscripts and archival materials. Their evolution in history:

- Ancient writing supports: clay, wax, metal, papyrus, animal skins (particular focus on parchment)
 - Handwritten documents: inks
 - History and technique of printing
 - Ancient and modern archival materials (documents, letters, posters, photographs etc.)
 - Materials used in bookbinding: cardboard, decorated paper, fabrics, leather, strings, natural fibers etc.
 - Ornamentation and other materials besides paper, seals, stamps, colors and adhesives
 - Decorated papers history and workshop with Laura Berretti
 - Collection structure of unbound or simply sewed documents (manuscripts, files, folders, maps, albums, rolls, etc.)
- Covers and slipcases
 - Sewed, glued and stapled documents
 - Bindings without glue: archival direct anchoring bindings, limp bindings, western and oriental unsupported bindings.

Approach to paper documents restoration:

- Scheduling restoration
- Process of restoration
 - Equipment
 - Techniques
 - Results.

Deterioration of paper documents:

- Main causes for the deterioration of paper documents
- Common damage in archival documents (ink corrosion, mould, insects, uncorrect storage etc...)
- Terminology of paper damage
- Processes and examples of deterioration.

Methods of restoring paper documents:

- Collating documents
- Disassembling a collection of documents
- Dry cleaning (with brush, rubber, scalpel)
- Washing (if necessary, locally by using vacuum table, blotting papers, or using a screen)

- Sizing/consolidation
- Drying paper
- Reintegration of tears and missing sections / Leaf casting
- Criteria for the choice of materials and techniques for reintegration
- Lining with thin Japanese tissue
- Flattening with presses and weights
- Handling, mounting and housing techniques for storage or exhibitions with examples from suppliers catalogues.

Recommended Reading

See list below.

Grading:

- Skills gained over course 35%
 - Students are evaluated at the beginning of the course for knowledge and skills and again at the end of the course based on implementation of: identification of media, application of dry and wet cleaning methods, mending & restoration techniques employed, etc.
- Participation 35%
 - Attentiveness, note-taking, asking and answering questions during lectures but mainly graded on continually working on documents throughout the course with an average number of 5-7 completed depending upon complexity of projects.
- Final Exam: mixed format – quiz and essay questions. 30%

Grading scale:

94-100 = A

90-93 = A-

87-89 = B+

84-86 = B

80-83 = B-

77-79 = C+

74-76 = C

70-73 = C-

67-69 = D+

64-66 = D

60-63 = D-

Below 60 = F

Late Assignment Policies

Students work on projects simultaneously as they wait for various stages to dry. Projects may be completed in any order as there is no individual deadline for each of the projects, but ALL work must be completed by the final day of class in San Gemini, Italy. The workshop lab is dismantled the following day after the program ends and students will not have access to materials or lab space. No work is accepted after the last day of class.

Schedule

Date	Day	Morning Topic	Afternoon Workshop
8/1	Mon	<p>Disaster Preparedness Main sources of disasters · earthquakes · flood What to do beforehand · have a disaster plan · have a disaster kit - organization and management Salvage of paper based material Ways to minimize disasters</p>	<p>Research trip to Santo Chiodo, in Spoleto the hospital of the works of art damaged by the earthquake</p>
8/2	Tues	<p>Methods of restoring documents on paper: Continued from previous weeks Technical approach to specific item chosen by each student</p> <p>In collaboration with Manuela Belli</p>	<p>Practicum: paper conservation projects</p> <p>Students' projects and timelines vary for the remainder of the course depending upon specific object. All students identify problem, make a treatment plan, photograph before/after treatment, conduct conservation steps such as dry cleaning, wet cleaning, mending tears/hole, consolidating surfaces using Japanese paper or other methods, write reports on process</p> <p>Repairs, flattening, lining on documents started previous week</p> <p>In collaboration with Manuela Belli</p>
8/3	Wed	<p>Research trip to San Gemini Archive (dates to 1400s-1945)</p> <p>Handling, mounting and housing techniques for storage or exhibitions (Manuela Belli)</p>	<p>Dismantling an original framing</p> <p>Mat cutting by hand</p> <p>Case studies on conservation treatments (Manuela Belli)</p>
8/4	Thurs	<p>Methods of restoring documents on paper: Continued from previous weeks</p>	<p>Frame mounting for conservation</p> <p>Mat cutting by machine</p>

		Technical approach to specific item chosen by each student	
8/5	Fri	Methods of restoring documents on paper: Continued from previous weeks Technical approach to specific item chosen by each student	Repairs, flattening, lining on documents started previous week Specific Tips and Tricks on demand
8/6	Sat	No class	No class
8/7	Sun	No class	No class
8/8	Mon	Archival & Library Materials Ancient and modern archival materials (documents, letters, posters, photographs etc.) Materials used in bookbinding: cardboard, decorated paper, fabrics, leather, strings, natural fibers etc. Ornamentation and other materials besides paper, seals, stamps, colors and adhesives Collection structure of unbound or simply sewed documents (manuscripts, files, folders, maps, albums, rolls, etc.)	Analytical observation of original documents from Historic Museum of Bergamo and National Archive of Genova Parchment humidification with Gore-Tex and flattening Repairs on San Gemini documents Specific Tips and Tricks on demand
8/9	Tues	Mountings for Conservation and Exhibitions, Folders and Sleeves Risks: unsafe storage and bad handling Protective containers for cultural heritage Materials and usages of housing products	Handling, mounting and housing techniques for storage or exhibitions with examples from suppliers catalogues Making folders and sleeves Specific Tips and Tricks on demand
8/10	Wed	Special seminar with Visiting Professor Lara Androvandi Decorated Papers history and workshop	Research trip to San Gemini Archive (dates to 1400s-1945) Paper Marbling practice Japanese simple sawing
8/11	Thurs	Iron Gall Ink History and use	Conclusion of the works on documents

		Recipe and Chemical Composition How to recognize it Conservation treatments Evaluation quiz	Repairs on ancient parchments and modern newspapers (only for interested students) Specific Tips and Tricks on demand
8/12	Fri	Methods of restoring documents on paper: Continued from previous weeks Technical approach to specific item chosen by each student	Submit Final projects and Project Reports Case studies on conservation treatments Final discussion

For all WVU Academic Policies and Syllabus Statements Please go to:

<https://tlcommons.wvu.edu/syllabus-policies-and-statements>

Suggested Bibliography and useful links:

1. D. Hunter, ***Papermaking: The History and Technique of an Ancient Craft,***
Dover Publications Inc., 1978
(This is now available as a PDF and we will share this with participants)
2. C. James ***Old Master Prints and Drawings: A Guide to Preservation and Conservation***
C. Corrigan
M. C. Enshaian Amsterdam University Press,
1997 M .R. Greca Translated by M. B. Cohn
(Available the Italian original edition:
"Manuale per la conservazione e il restauro di disegni e stampe antichi", Leo S. Olschki Ed., 1991)
3. R. Reed ***The Nature and Making of Parchment***
The Elmete Press, 1975
4. R. Harvey ***The preservation managements handbook (Second edition)***
M.R. Mahard Rowman & Littlefield, 2020

5. B. Gascoigne ***How to Identify Prints, A complete guide to manual and mechanical processes from woodcut to ink-jet,***
Thames and Hudson, 1998
(This is now available as a PDF and we will share this with participants)

6. J. Rayner, ***Art on Paper: Mounting and Housing,***
J. M. Kosek, Archetype Publications, 2005
B. Christensen

7. J. M. Kosek, ***Conservation Mounting for Prints and Drawings,***
Archetype Publications, 2004

8. P. Murray ***Contemporary Issues in Book and Paper Conservation***
L. Humenuck Archetype Publications, 2022
W. Bennet
L. Moon-Schott

9. V. Daniels ***Works of Art on Paper, Books, Documents and Photographs -
Techniques and Conservation***
A. Donnithorne Archetype Publications, IIC 2002 Baltimore Congress
P. Smith

10. K. Brett ***Making Traditional Marbled Papers***
The Crowood Press Ltd., 2021

11. C. Crespo ***The preservation and restoration of paper records and books:
a ramp study with guidelines***
V. Viñas ***General Information Programme and UNISIST UNESCO -
Paris, 1984***
(This is now available as a PDF and we will share this with participants)

12. V. Daniels ***The chemistry of paper conservation***
Chemical Society Reviews, 1996

13. A. F. Clapp ***Curatorial Care of Works of Art on Paper***
The Lyons Press, 1987

14. H. K. Stratis ***The Broad Spectrum***
B. Salvesen Archetype Publications, 2002

15. BSI - British Standards Institution
Conservation and care of archive and library collections
BS 4971:2017

16. **Library of Congress** *[Basic information and simple steps to take for the good
care, handling, and storage of collections]*
<https://www.loc.gov/preservation/care/index.html>

17. **American Institute for Conservation** [*All about conservation*]
https://www.conservation-wiki.com/wiki/Book_and_Paper_Group_Wiki
https://www.conservation-wiki.com/wiki/Photographic_Materials
18. **British Library** [*Care for books, manuscripts, documents and ephemera for current and future users*]
<https://www.bl.uk/conservation>
19. **The National Archives** [*Collection care*]
<https://www.nationalarchives.gov.uk/about/our-role/collection-care/>
20. **IADA - International Association of Book and Paper Conservators**
<https://iada-home.org/>
21. **IIC - International Institute for Conservation of Historic and Artistic Works** <https://www.iiconservation.org/>
22. **ICCROM - International Centre for the Study of the Preservation and Restoration of Cultural Property** <https://www.iccrom.org/it>
23. **National Archives** [*Preservation*]
<https://www.archives.gov/preservation>
24. **The Society of American Archivists**
<https://www2.archivists.org/>
 - M. L. Ritzenthaler *Preserving archives and manuscripts*, 2nd ed., 2010
 - L.J. & L.L. Bellardo *A Glossary for Archivists, Manuscript Curators, and Records Managers*, 1992