

DRY CLEANING PAPER DOCUMENTS

Supplies:

White Hi-Polymer

Dry cleaning sponge (vulcanized natural rubber)

Tools:

Dust Brush

Erasing with Hi-Polymer Eraser:

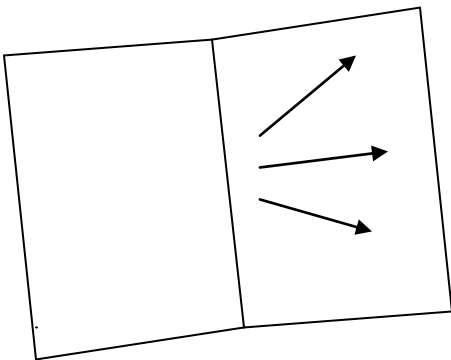
Hold paper firmly in place.

Erase from center out using short strokes.

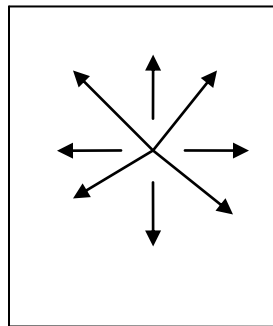
Strokes should go in one direction not back and forth.

Brush away all erasure particles!!!

BOOK



PAPER DOCUMENT



TIPPING IN LEAVES USING PVA

Supplies:

Polyvinyl Acetate Jade 403 (PVA)
Wax paper
Cutting Mat
Pencil (Optional)
Paper towels

Tools:

Ruler
Scalpel or X-Acto

Tipping in Leaf with PVA

Copy leaf and trim to fit - **or** - Trim leaf and tip in as is - **or** - Trim leaf and tip on Japanese paper to widen the leaf matching it to the width of the text block.

Place book in cradle position.

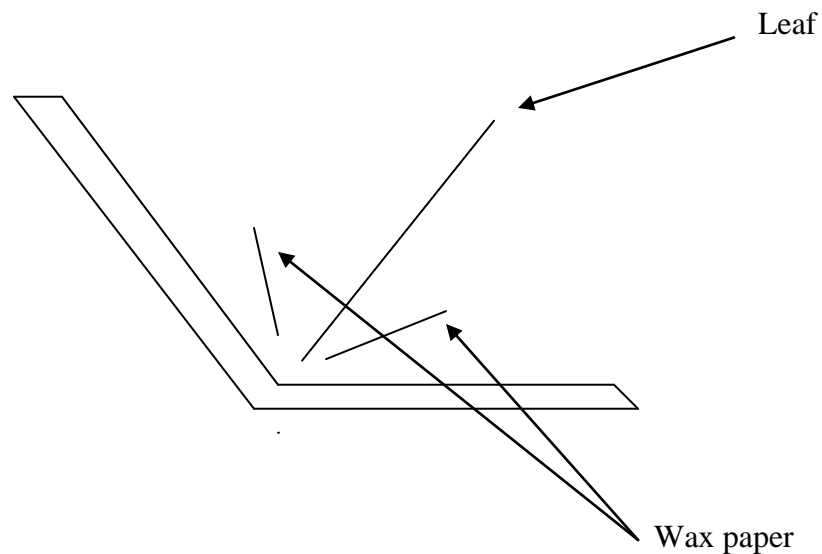
Run a small bead of PVA in the gutter.

Seat the leaf inside the gutter tightly.

Place wax paper on both sides of the leaf to be tipped in.

Close book slowly.

Allow to dry overnight.



Cradle the Book

MENDING TORN LEAVES WITH PVA OR TAPE

Supplies:

Tape Filmoplast P
Polyvinyl Acetate Jade 403 (PVA)
Wax paper
Filmoplast R

Blotting paper or paper towels
Board or Plexiglas plate (edges should be polished)
Container with water for brush

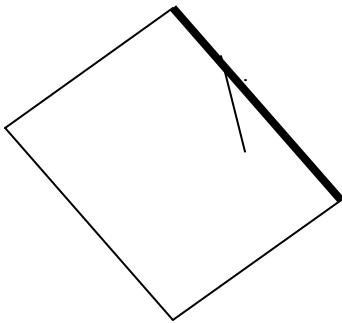
Tools:

Brush
Scissors
Bone folder or Teflon folder
Iron

Mending cut pages with tape:

Measure tape to cover the perimeters of the cut area by at least 5mm
or use width of tape if it is no more than 2cm wide

Place tape carefully on top of the cut and bone down with bone folder or Teflon folder
Repeat process on backside of cut if needed for strength



Mending torn pages with PVA:

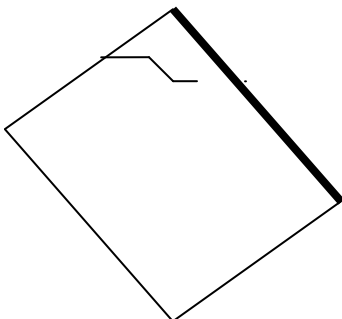
Brush a small amount of adhesive on edge of tears only

Wax paper is always placed next to the adhesive (both sides)

Blotting paper is placed next to the wax paper for moisture control (both sides)

Place a small weight such as a board or plexiglass plate on top to control cockling and wrinkles

Allow to dry overnight



TIGHTENING HINGES

Supplies:

Polyvinyl Acetate Jade 403 (PVA)

Paper towels

Wax paper

Container with water for brush

Large plastic bottle with cap, cap should have a hole about 4-5mm in diameter

Tools:

Knitting needle #3 or #4

Dowel rods (should be waxed 3 times with Butcher's Bowling Alley wax or Johnson's Paste wax) or

Use Plexiglas rods

Board or Plexiglas plate (edges should be polished)

Covered Brick or some type of covered weight

Tightening Hinges

Stand book up on tail end, open book to expose hinge areas

Insert knitting needle in glue container

Insert needle with PVA into top hinges of book

Do not force needle, close book slightly twisting needle as it is removed for each hinge

Wipe clean any excess adhesive

Turn book over on head end and repeat process

Place wax paper all the way into the gutter between the paste down and the flyleaf at the front and back of the case

Set up for drying:

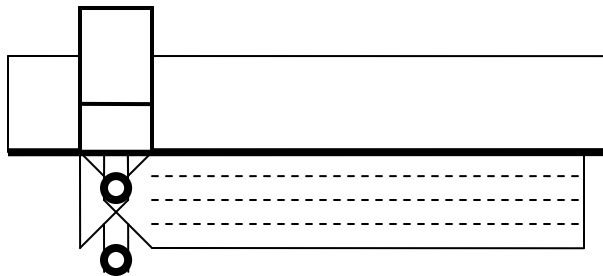
Set dowel or Plexiglas rods in hinges

Place board or Plexiglas plate on book

Lay brick on board over hinge area

Spine should dry at a 90° angle

Allow to dry overnight



CONSOLIDATING CORNERS

Supplies:

Polyvinyl Acetate Jade 403 (PVA)

Corner squares (2 in. square cardboard glued together with wax paper adhered to both sides)

Small piece of wax paper or plastic sheeting

Water

Paper towels

Tools:

Brush

Bone folder

Bull dog clips

Consolidating Corners:

Fan damaged corners. Apply PVA on the corners with brush

Press corners together tightly and smooth edges with wax paper or plastic sheeting

Corners should be rounded by tapping lightly on sharp edges with bone folder

Place corner squares on corners and clamp with bull dog clips

Rounded section of the bull dog clips should be placed outside of text block

Allow to dry overnight

