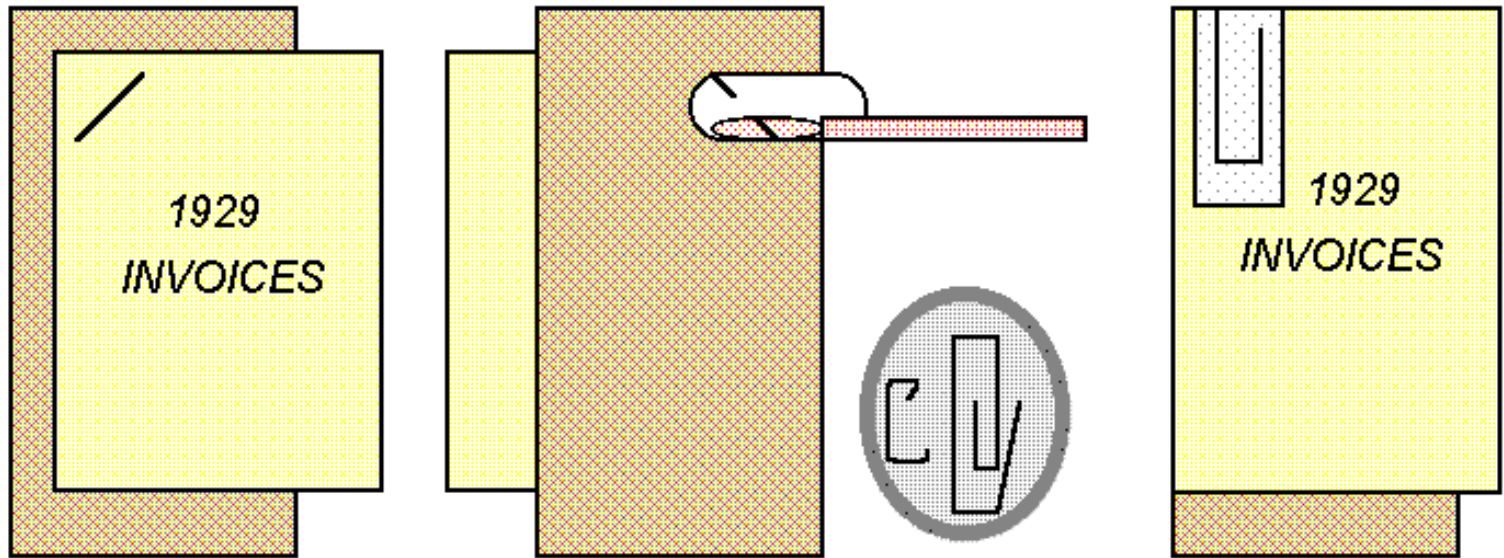
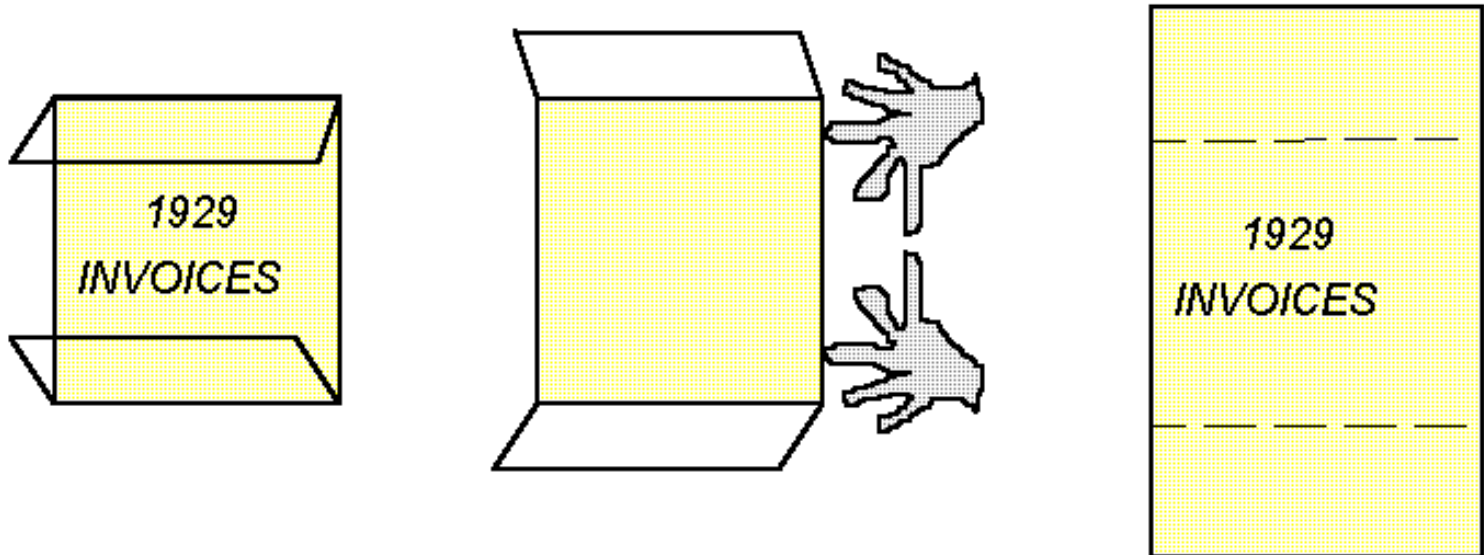


COLLECTION MAINTENANCE PROCEDURES (DVDR, SCMRE)

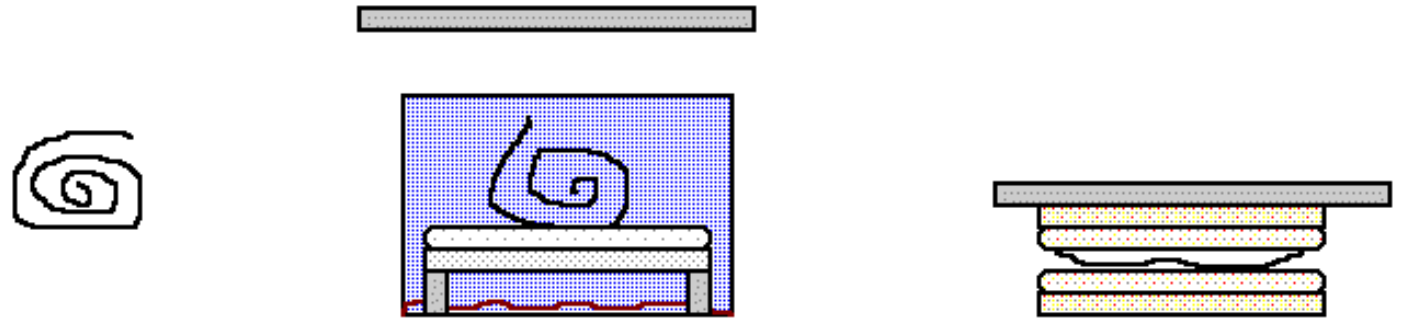
1. Replace damaging fasteners (such as rusty staples or paper-clips, etc.) with stainless steel paperclips over neutral paper protector



2. Flatten folded documents



3. Humidify
and
flatten
rolled
documents



4. Surface
clean
light dirt
(using
air bulb,
vacuum,
or brush, etc.
techniques)

