

## HOUSING AND ENVIRONMENT OPTIONS FOR DISPLAY OF DOCUMENTS

### A. Manuscripts; Drawn, Painted, or Printed Materials; Prints with Hand-Coloring or Glazing:

#### Individual Housing Techniques:

1. "Float" or overmat in a standard-sized window mat with "T" or "V" Japanese tissue hinges adhered with reagent grade wheat starch. The matboard must be acid-free. When overmatting, always cut the window larger than any platemark or border decoration on the item being matted. The outside dimensions of the mat should always be at least 1-2 inches larger than the outside dimensions of the paper support of the object. Types of mats can include the following:
  - (1) single window mat (8-10 standard sizes, for example: 4x5, 8x10, 10x16, 16x20, 18x24, 20x30, 24x36, 30x40, 36x48, 40x60 inches)
  - (2) double window mat (especially for double sided image)
  - (3) insert mat (especially for brittle or fragile items)
  - (4) sink mat (especially for friable media, with wrapper)
  - (5) string mat (especially for parchment support, with wrapper)
  - (6) sling mat
  - (7) silk mat, French mat, or colored mat
2. Overmat as above but with polyester film corners (instead of Japanese tissue), hidden under the window mat.

#### Display techniques: can be vertical or horizontal.

1. Frame with UF-3 plexiglas, except if item is thin paper or has flaking or friable media, which would react to the static force of the plexi. For such items, glass may be used.
2. Pass-partout in a sealed package with UF-3 plexiglas as above, and insert into a panel, or display on a bracket.
3. Plexiglas box

#### Environmental Controls:

1. Light level: 5-10 foot-candles depending on the fastness of the medium, the acidity of the support, and the length of the exhibit. (See details in the Light Levels, and [Installation and Dismantling.](#))
2. Relative Humidity: 45-55%, constant.
3. Temperature: c. 65-70 degrees F, constant.

B. Photomechanical Prints: documents, newspaper clippings, broadsides, posters, maps, etc.

Individual Housing Techniques:

1. Mat as above
2. Encapsulate in polyester film
  - (1) folder
  - (2) L-seal
  - (3) match-book seal
  - (4) single pocket
  - (5) 2 pockets
  - (6) 4 pockets, etc.

Display techniques: as above

Environmental Controls: as above

C. Books, Booklets, Pamphlets:

Individual Housing Techniques:

1. Hardcover or softcover books:
  - a) polyethylene or polyester film band for closed books with loose covers
  - b) polyester film book jacket for red rot or damaged books, closed or open
  - c) polyethylene straps for opened books needing some restraint (see [Installation and Dismantling](#))
2. Magazines and Pamphlets:
  - a) as above
  - b) as above
  - c) crapped with polyester film in a match book fashion supported by a rigid insert board

Display techniques: closed books may be displayed horizontally, diagonally, or vertically if supported properly; open books should be mounted horizontally or diagonally if supported in either:

1. a cradle
2. protected by a phase, double tray, or rare book box

Environmental Controls: as above

#### D. Photographic Prints on Paper Supports:

##### Individual Housing Techniques:

1. For black and white material:
  - a) "Float" or overmat in a standard-sized window mat with "T" or "V" Japanese tissue hinges adhered with reagent grade wheat starch, and polyester film covers. The matboard should be neutral, acid-free, alpha-cellulose paper meeting the ANSI standards for photographic quality.
    - (1) single window mat (8-10 standard sizes suggested, see above)
    - (2) double window mat (especially for double sided image)
    - (3) insert mat (especially for brittle or fragile items)
    - (4) sink mat (especially for friable media, with wrapper)
    - (5) sink mat
  - b) If there is no danger of ferrotyping, scratching or static pull, the photo can be displayed in a polyester film folder, pocket or sleeve, envelope, or match book wrap. If the photo is mounted on a weak mount, insert a rigid, acid-free support board.
2. Most colored materials should not be on display or exhibit for any extended period.

Display techniques: can be vertical or horizontal.

1. Frame with UF-3 plexiglas, except with thin paper or flaking or friable media, which would react to the static force of the Plexi. For such items, glass may be used.
2. Pass-partout in a sealed package with UF-3 plexiglas as above, and insert into a panel, or display on a bracket.
3. Plexiglas box.

##### Environmental Controls:

1. Light level: 5-10 foot-candles depending on the fastness of the medium, the acidity of the support, and the length of the exhibit.
2. Relative Humidity: 45-55%, constant.
3. Temperature: c. 65-70 degrees F, constant.