

Condition and Preservation Needs Assessment  
Austin High School Archive Scrapbook Collection

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Management of Preservation Programs

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## **I. Executive Summary of Findings**

In the spring of 2009, Stephanie Gowler and Helen Kuncicky, graduate students in the UT School of Information, conducted a condition assessment of the scrapbook collection at the Brian Schenk Archive at Stephen F. Austin High School in Austin, Texas. This non-circulating collection consists of 179 scrapbooks, with dates ranging from 1913 to the present. The scrapbooks were created by various individuals and organizations affiliated with the high school over the course of its 128 year history.

The goal of this assessment was to evaluate the physical condition of the collection and identify measures that could be taken to improve its condition. We conducted an item-level survey of the entire scrapbook collection, utilizing a survey instrument designed to identify damage caused by inherent scrapbook structure, usage, and storage conditions.

The survey revealed that many of the scrapbooks are exhibiting signs of physical and chemical deterioration due to the materials used for their construction, usage, and storage environments. These include acidic degradation of paper, bending and tearing of items, broken bindings, soil, and insect damage. Potential causes for future damage were also identified in the current storage and handling practices.

To address these concerns we created a list of recommendations, prioritized according to ease and cost of implementation. The recommendations range from boxing items and improving general storage conditions to item-level reformatting and conservation treatment. Due to the lower cost and time commitment of the housing and storage recommendations, we suggested that these changes be made as soon as possible. Estimations of costs were given for all recommendations, including materials and labor. We believe that implementing these recommendations will have a positive effect on the long-term preservation potential for this collection.

## **II. Collection History and Project Goals**

### **Collection History, Description, and Importance**

The archive at Austin High School is a unique source of information about the history of both the school and the Austin area. Austin High is over 120 years old and has inhabited several locations within Travis County. Its alumni include prominent members of both the local and national community, from politicians to movie stars. The creation of the archive was no accidental accumulation of memorabilia, but rather a concerted effort by the faculty to retain the artifacts documenting the school's history. According to the archive's website,

In 1975, the move from the Rio Grande Campus--occupied for 50 years--stirred some forward thinking by librarian Kay Pinckney Braziel (AHS '56) and Social Studies teacher Brian Schenk. They cooperated in the 1980-81 school year to identify archive items and to set aside an archives area. The archive collection was opened in May of 1981, Austin High's centennial.<sup>1</sup>

The stated mission of the archive is "to provide a suitable depository for 'everything Maroon,' an assembly of the culture of Stephen F. Austin High School, founded in 1881."<sup>1</sup>

The Archive's scrapbook collection is comprised of 179 volumes, including those of the PTSA, Red Dragons (a Theater group), Hall of Honor, Choir, and Student Council, as well as personal memories and activity-related scrapbooks. The scrapbooks contain a wide assortment of materials, including photographs, booklets, award ribbons, newspaper clippings, and more unusual items such as bumper stickers and dance cards. In terms of cataloging and storage, the scrapbooks are integrated into the archive as a whole and are shelved in various locations throughout the storage space. They exist in varying stages of deterioration, ranging from items that were rebound within the past two years to items that have very brittle paper and are literally falling apart.

The collection contains scrapbooks from nearly 100 years of the school's history, from 1913 to the present. These scrapbooks document the extracurricular lives of the students in a way that is more personal and revealing than other items in the archive such as yearbooks and class pictures. The experiences that are presented in the scrapbooks provide an intimate portrait of the changes that have taken place at Austin High School and the culture at large over the past century.

The scrapbooks are used by students, alumni and families of alumni, student organizations, and faculty for research projects and personal history investigation. Many of them are also put on display at the school's annual alumni event, Dedication Day. Preserving these books will allow for greater access by interested parties while maintaining the integrity of the items and the collection for use by future generations of students and alumni.

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<sup>1</sup> <http://www.austinschools.org/campus/austin/ahslibrary.htm#Archives>

## **Preservation Issues**

Preservation of this collection presents unique challenges due to the wide variety of materials and the age range of the items. Some of the scrapbooks are entirely paper-based, while others contain a variety of plastics, film negatives, photographs, and slides, all of which have different ideal preservation conditions. The plastics, adhesives, and inks used in the scrapbooks are mostly unidentified and may have unforeseeable reactions to storage conditions over time. Very few of the materials used are acid-free or archival quality, as these kinds of materials were not widely available until recently. Some of the scrapbooks were made with long-term retention in mind, but most were created with a focus on aesthetic or functional qualities as opposed to permanent record-keeping. The Iowa Conservation and Preservation Consortium tips sheet on scrapbooks offers a useful explanation of the preservation challenges posed by scrapbooks:

Materials and techniques commonly used in scrapbooks present real preservation challenges. Album and scrapbook pages are almost always made of low-quality paper that will become brittle over time and contribute to discoloration of the items placed in the scrapbook. The binding structure is often unable to adjust to the bulge caused by overloading the scrapbook, with detached covers a common result. Vinyl plastic commonly used in modern scrapbooks and albums is damaging over time to photographs. Items are often attached to scrapbook pages with harmful tapes and adhesives. Staples and pins, also used for attachment purposes, often rust and contribute to tears of poor quality scrapbook pages.<sup>2</sup>

One issue that is present in both the literature on scrapbook preservation and in the AHS collection is the difference between the informational value of the items within a scrapbook versus the scrapbook binding itself. For example, many of the scrapbooks in the collection consist of paper inserted into generic 3-ring binders; in these cases, the binders have little or no artifactual value and could be discarded or replaced without significant loss of historical information. Other scrapbooks, however, are in one-of-a-kind bindings that are in themselves unique historical artifacts. One such example is a Latin club scrapbook from 1991. The binding on this scrapbook is made of large wooden boards, with a functional clock on the front cover. This item could not be reformatted or re-housed without losing an important part of its historical integrity.

## **Project Goals**

The goal of this assessment was to gauge the physical condition of the scrapbook collection and identify preservation needs arising from inherent characteristics of the binding structures and materials, as well as handling, storage, and environmental conditions. Based on this assessment, we are providing a range of recommendations for collections care and maintenance, with corresponding budget scenarios. We hope that this assessment will help the archive uphold their promise to donors that "their gifts will be

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<sup>2</sup> ICPC Tip Sheet <http://web.grinnell.edu/individuals/stuhrr/icpc/scrapbookstip.html>.

respected and treasured"<sup>3</sup> as well as offer data that will assist future grant proposals and other fundraising efforts of the archive.

The overall environmental and storage conditions of the archive were previously addressed by another UT School of Information student project conducted in Spring 2008<sup>4</sup> and so are not a focus for this assessment. However, any storage, handling, or environmental issues that were observed to have a direct influence on the condition of the scrapbook collection are mentioned and recommendations for improvement made.

As trained conservators, we bring an object-oriented approach to the preservation of this collection. We have experience treating bound books in various sizes and formats containing a wide range of materials. Rather than addressing this collection as a single entity with 179 components, we have the skills to look at the needs of each individual item and balance that with the overall preservation needs of the scrapbook collection and the archive as a whole. This kind of approach will provide a variety of options to the library staff, which they can prioritize to fit into their timeline and budget constraints. This will allow the preservation process to adapt to the resources available at Austin High, which we hope will result in continued growth of preservation awareness and practice in the archive.

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<sup>3</sup> <http://www.austinschools.org/campus/austin/ahslibrary.htm#Archives>

<sup>4</sup> Graham, Amanda. "The Brian Schenk Archives at Stephen F. Austin High School Archives Manual and Recommendations." (2008).

### **III. Initial Findings**

The previous report on preservation of the archive<sup>4</sup> gave specific recommendations to improve the archive's environment for preservation purposes, addressing such issues as temperature and relative humidity, shelving, and general handling and access procedures. The archive has since taken many actions to improve its preservation practices, including installing a dehumidifier and two data loggers to monitor the environment, and purchasing metal shelving to replace some of the wooden shelves. Therefore we are only going to address some of the preservation issues that we noticed during and prior to our survey, a few of which influenced how we designed and conducted the survey.

#### **Housing and Storage**

The scrapbooks are stored on wood laminate/plywood shelves. The acidity levels of these shelves are unknown, and it is possible that they are contributing to acidic degradation of the scrapbooks. The scrapbooks are stored both horizontally and vertically on the shelves, with most of them stored vertically. A few of the largest and heaviest scrapbooks are stored horizontally on the bottom-most shelves. Many of the scrapbooks are tightly packed on the shelves, which prevents leaning and bending of the bindings but also presents the possibility for damage when they are removed and replaced on the shelves. Several of the scrapbooks are leaning on the shelves rather than standing upright, which is causing bending of the bindings, supports, and items. The longer these scrapbooks remain leaning on the shelves, the more difficult it will be to reverse this bending of the materials. Also, two live insects were found in the books while conducting the survey. Both of these were in books that were housed on the bottom-most shelves, which were also fairly dusty.

#### **Cataloging**

All of the items in the Archive are entered into a computer database. However, as we went through our survey, we discovered several items that were labeled differently from the database entries. In addition, many scrapbooks were not on the shelves indicated by their database entries. We were unable to find 16 of the scrapbooks, as they were not located on the indicated shelves, nor were they on nearby shelves. Quality control on the inventory and item location is sporadic, but a thorough comparison of the inventory list and the shelved items was being undertaken during our survey. It is possible that many of the missing scrapbooks will be found as having been mis-shelved.

All of the scrapbooks have an adhesive label with the item number, covered in clear tape, on either the spine or front cover. Since this was true of all the scrapbooks, the presence of these labels and tape was not included in the survey.

#### **Display/Exhibition**

Items from the archive are occasionally displayed in a case in the library. Items are also displayed on tables in the hallway during the annual dedication day celebration, which is held on the last Friday in April each year. The scrapbooks are generally laid flat on tables for display.

## **Access and Security**

There is no official system to check materials in or out of the archive; however access is limited to the archivist, library staff, and student workers. The Archive's website indicates that, "Materials are available for on-site research. Photocopying is available in the library and visiting scholars are welcome."<sup>5</sup> Hours of use are during regular library hours, 8 am to 4:45 pm, and users must sign in and out with the librarian. The archival holdings are cataloged in a stand-alone computer database, located in the librarian's office. Interested persons are invited to browse the shelves as well. Only two individuals have a key to the archives, though the door is often left unlocked during the day when there is typically a librarian in the office just outside the storage space.

## **Environment**

There is a dehumidifier in the storage area, which is emptied regularly by a student volunteer. There are two data loggers, one near the door to the storage space and another near the back wall. They are checked regularly but data has not been transferred to a computer and analyzed.

## **Acquisitions and Budget**

According to the Archive's website, "Gifts to the archives of any material described in this guide will be received with delight, acknowledged by letter, and stored with respect and concern. Although the future is not certain, it is clear that the school community is aware of its special heritage. Donors can be confident that their gifts will be respected and treasured. Please contact the librarian for information on donations."<sup>6</sup> Approximately ten new scrapbooks were added to the database while we were working on the survey.

The Archive's annual budget is approximately \$1000, a portion of which comes from the sale of yearbooks. The Archive has plans to hire a grant writer in order to secure funding to address scrapbook collection preservation concerns; the grant writer will be paid for by the AHS alumni association.

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<sup>5</sup> <http://www.austinschools.org/campus/austin/ahslibrary.htm#Archives>

<sup>6</sup> <http://www.austinschools.org/campus/austin/ahslibrary.htm#Archives>



## **IV. Survey Design and Implementation**

We decided to perform an item-level survey of the scrapbook collection to determine the materials used and condition issues for each individual item. Given the small size of the collection and the wide variety of materials and preservation issues we expected to find, looking at the entire collection seemed more appropriate than doing a sample survey of a smaller number of items. This method allowed us to gain a much more complete view of the state of the collection. In addition, we would almost certainly have missed documenting some of the more unique items in the collection had we chosen to survey a smaller sample.

### **Initial Design and Pilot Survey**

We designed our tool as a checklist that recorded both description and condition aspects of the binding, the supports, and the items (Note: we used the term "item" in the survey to refer to the objects inserted in the scrapbooks, including papers, photos, etc. Other articles sometimes refer to these as "enclosures". See Appendix D for definitions of terms used). Our survey tool was loosely based on various rare book condition assessment forms, including the Rare Book Collection Condition Survey used at the University of Illinois at Urbana-Champaign for their survey of the library's "hidden" collections.<sup>7</sup>

In order to test our assessment tool, we conducted a pilot survey of 10 scrapbooks. Though we created an Excel spreadsheet version of our tool, we decided to conduct the pilot survey with paper copies of the checklist, which allowed us to take more extensive notes and make changes as we worked. During the pilot test, we surveyed scrapbooks of various binding styles from a range of decades. As result of the pilot survey, we decided to make the following changes to our assessment tool:

- We added more categories under both description and condition to account for the wide range of materials and damage we were finding.
- We included a simple ranking system for condition categories. The rankings were 1 = mild/infrequent; 2 = moderate; and 3 = extreme/occurs throughout. We acknowledge that these rankings are somewhat subjective, but we determined that they would help us provide the archive with a more accurate picture of the current condition of the collection.

A copy of our final survey tool can be found in Appendix A.

### **Survey Implementation and Problems Encountered**

After making changes to our tool based on the pilot survey results, we conducted a full assessment of the collection. Archivist Brian Schenk provided us with a shelf list of the scrapbooks printed from the archive database which we used to track the items that had been

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<sup>7</sup> Teper, Jennifer Hain; Sarah M. Erekson. "The Condition of Our 'Hidden' Rare Book Collections: A conservation Survey at the University of Illinois at Urbana-Champaign." *Library Resources & Technical Services*. 50:3 (July 2006).

surveyed. Because the items are not shelved in numerical or chronological order, we worked our way through each shelf rather than by following the item list. As we surveyed each item, we checked it off on our list. After we had gone through all the shelves that we could see contained scrapbooks, we went back through the item list and searched for individual scrapbooks that had not been checked off as surveyed. We found some of the scrapbooks on shelves other than the ones they were assigned to. We also found some scrapbooks that had been listed in the database as missing or deleted. After completing this survey and search, there were 16 items that we were unable to find. These have either been misplaced or lost from the collection.

Because two people worked on conducting the survey and subsequently entering data into the spreadsheet, there is inevitable human error in the consistency of the data. This is especially true of our ranking system. We tried to overcome some of this by conducting the survey together, so we could talk to each other and make decisions about how to identify certain materials and types of damage.

## **V. Findings Narrative**

The majority of the scrapbooks in the collection were created post-1960. Of the 151 scrapbooks surveyed, only 17 of them (11%) were created before 1960. These tend to have a high number of condition issues compared to the more recent scrapbooks; 10 of the 17 pre-1960 books have 10 or more condition issues (59%) vs. 25 of the 134 post-1960 books (19%).

### **Bindings**

The most common type of binding in the collection is the 3-ring binder (53.1%). These are generally covered in plastic, and if not overstuffed, they allow for fairly unrestricted opening. Their other benefit is that the supports may be easily removed, though this could be a disadvantage if security is an issue. One potential cause for damage in 3-ring binders is that items can bend around the rings. They can also become damaged when turning the pages, particularly if the binding is overstuffed with items. This is less of a concern if the items are on or in a support, which then takes the brunt of the strain caused in turning pages.

"Stab" bindings are also very common in the collection (36%). This refers to a type of binding in which holes are cut in the items or supports and a piece of material, usually metal but sometimes textile such as leather or ribbon, runs through the holes and attaches the items to the binding. These differ from 3-ring binders in that the items cannot be easily removed, which means they are less likely to be lost or stolen. However, the opening of such bindings is often more restricted than that of a 3-ring binder, and the pages can be very difficult to turn without damaging the items, particularly if the binding is overstuffed. Again, having the items on or in a support is helpful, but a large margin along the spine edge is necessary to prevent damage to the items.

Those two types of bindings comprise the vast majority of the collection (89.1%). Eight of the remaining scrapbooks are spiral notebooks. Five of the scrapbooks are case-bound (a "normal" hard cover book). The remaining few scrapbooks are not in bindings, but are a collection of loose items in a box or envelope.

The most frequent condition issue for the bindings, found in 35 scrapbooks in the collection (23%), is that the binding itself is damaging to the items it contains. This is a serious concern, because it means that either use or storage of these scrapbooks is inherently causing deterioration of the items. Other common condition issues include restricted opening, which means use of the item could cause damage. 24 of the Red Dragon scrapbooks (15%) were re-housed by the theater class into new "stab" bindings with new supports (see "Re-housed Red Dragon Scrapbooks" section for further details on this process).

### **Item Supports**

The primary type of item support is Mylar sleeves (in 62 of the scrapbooks) and the second most prevalent is colored paper (in 41 of the scrapbooks). White paper is also a common support (in 30 of the scrapbooks). Many of the colored papers are used in the re-housed Red Dragon scrapbooks. These newer materials are likely to be acid-free, however the paper supports used in

other scrapbooks may or may not be acid free, and so are possibly causing acidic degradation of the items attached to them. The third most frequent type of support is "magnetic" adhesive photo album pages (in 34 of the scrapbooks). These were very popular in the mid- to late-20th century but are not a good long-term preservation support for archival items due to rapid degradation of the adhesive component. A few of the scrapbooks have other support types, including non-Mylar plastic sleeves, which may or may not be chemically inert.

In addition, many of the scrapbooks do not have item supports. Instead, the items are hole-punched and placed in a 3-ring binder or the "items" are actually writing that was applied directly to the pages of the scrapbook (such as in the spiral bound notebooks). These often have writing directly on the scrapbook pages *and* other items adhered to the pages, however in these cases we considered the pages to be a part of the informational materials of the scrapbook and not just supports for the information. One potential issue for long-term preservation is that many of the scrapbooks have multiple types of items supports within the same book.

The most common condition issues for the supports are discoloration, adhesive damage, bent supports, and supports that are damaging to the items. This last one is of concern, because the supports do not generally provide archival information in the way that the items themselves do, and in these cases the supports are actually contributing to the deterioration of the items. For the most part, these are the "magnetic" adhesive photo album pages, which are severely discolored and are causing discoloration of the items attached to them. Other less frequent condition issues include brittle supports, torn supports, fading, soil, and stains. Again, due to the (mostly) non-informative role of the supports, these condition issues are generally only a concern where they are having adverse effects on the items.

## **Items**

The items included in the scrapbooks cover a wide range of materials in varying conditions. The most common items are white, color, and lined paper with media including black and color print, various types of pen and marker ink, and pencil. Photographs are found in many of the scrapbooks, both in color and black-and-white. There are also a lot of newspaper clippings and reproductions, both Xerox and mimeographs. There are a great number of unusual and unique items, including a corsage, copper sheet, sequins, telegraphs, bumper stickers, coasters, lipstick, pressed flowers, hay, and a pair of spectacles. These present interesting preservation challenges, and the longevity of such items is unknown.

The most common condition issues among the scrapbook items are discoloration, adhesive damage, loose items, and bent items. Less frequent issues include offsetting, items with tape and staples (a possible source of rust), folded items, fading, soil, stains, torn items, and detached items. A few of the scrapbooks (less than ten in each condition) exhibit such issues as mold, lamination, loss, and insect damage.

There are some preservation concerns regarding certain types of items. The newspaper clippings are all brittle, discolored, and causing acidic offset onto adjacent items and supports. This is an unfortunate characteristic of newsprint, which is simply not a good quality paper. The only way to prevent further acidic degradation is to de-acidify the newspaper clippings through

conservation treatment. The various types of ink are also a possible source of future deterioration. Modern inks have not been studied extensively, and it is unknown how these inks will fare over time. There is the potential for these inks to fade, discolor, or even disappear in the long-term. The photographs are generally in good condition. Some of the black and white photos are exhibiting silver mirroring, but the images are not obscured so this is not a huge concern. Some of the older color photographs are discolored and faded.

It is important to note that the items themselves are the reason these scrapbooks were created. Altering or changing the items for preservation purposes would detract from the integrity of these items as historical materials. In addition, in some cases the binding itself is a source of historical information (such as the binding with a working clock on the front cover). Many of the items within scrapbooks are unknown materials with regard to their long-term stability. Therefore, the best method for preserving scrapbooks is often to address the environment and housing conditions of the scrapbooks, thus providing the best environment in which the scrapbooks can survive for as long as the materials they are made of will allow.

### **The Re-housed Red Dragon Scrapbooks**

Within the collection of scrapbooks created by the Red Dragon theater group, 24 of the 45 that we surveyed were re-housed in recent years by the Theatre Arts II and III/IV classes, as part of a preservation project led by theater instructor Billy Dragoo. According to Mr. Dragoo (see full interview in Appendix F), the project was undertaken to preserve the older scrapbooks (1950's-early 1990's) of the Red Dragons, many of which were in very poor condition. As Mr. Dragoo explained, "Our goal was simply to make these treasures available for future Red Dragon Players and the public so that the vital link between who we *were*, who we *are*, and who we might *become* is not lost."<sup>8</sup>

The items were removed from the original bindings and re-housed in new bindings marketed for archival scrapbooking. The students were asked to be creative with the project, but to maintain the look and feel of the original scrapbooks as much as possible. Regarding the possible loss of materials during the re-housing project, Mr. Dragoo stated that, "The old scrapbooks were gone through page by page, and anything relevant and/or interesting was kept. Sometimes we discarded things that were either confusing or simply uninteresting. All discards had to have teacher approval, though."<sup>8</sup>

Materials for the project were purchased at a local craft store, and the employees of the store, as well as the AHS librarians, were consulted as to which materials would be most appropriate. Mr. Dragoo estimates that the total cost of the project was around \$1400 and required hundreds of hours of student work. There is no current plan to continue such a project on either the Red Dragon or other scrapbooks in the collection.

In addition to the scrapbook re-housing project, around 10 photo albums from 1993 to the present were turned into books using the Shutterfly digital photo album system.<sup>9</sup> These photo

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<sup>8</sup> E-mail correspondence, 14 April 2009.

<sup>9</sup> <http://www.shutterfly.com/>

books are created by uploading digital images (either scanned photographs or digital photographs) to the Shutterfly website. The layout and format of the book can be selected by the user, and then Shutterfly prints and binds the books. The website claims that each book is bound by hand, and is printed on "high-quality" paper. The Red Dragons intend to continue making these books in lieu of photo albums in the future.

## **VI. Recommendations**

Due to the wide range of formats and condition levels of the scrapbooks, one action will not be enough to prevent further deterioration and make the scrapbooks accessible. Rather, several steps will be required to ensure safe storage and handling in the future. Most of these must be tailored to the needs of each individual scrapbook, rather than using one treatment on the entire collection.

No matter which treatments are chosen, detailed documentation should be done, especially if original materials will be discarded or significantly altered. Excellent recommendations on preserving your scrapbook collection can be found online at the Iowa Conservation and Preservation Consortium tips page<sup>10</sup>.

Note: Prices listed for implementation costs are used simply as representative examples, and we recommend that costs be compared at a variety of vendors prior to purchasing materials. See Appendix C for a list of vendors of archival-quality supplies.

### **Archival Enclosures**

#### *Advantages*

One of the most straightforward and least expensive ways to improve the preservation condition of the scrapbooks would be to place them in archival enclosures. Enclosures allow for safer handling of the objects and can provide a buffer from fluctuations in environmental conditions. Archival boxes come in a range of standard sizes that would fit the majority of scrapbooks in the collection, and custom-sized boxes can also be ordered from some vendors for an extra fee. If it is not possible to order custom boxes, oversized scrapbooks may be simply wrapped in acid-free paper. For those scrapbooks with detached covers for which a box does not make sense, a cotton tape tied around the structure can help keep it together for safer handling and storage.

#### *Things to Consider*

- Putting scrapbooks in boxes will increase the amount of shelf space needed in the archival storage area.
- Scrapbooks, whether in boxes, wrapped in paper, or tied with string, should be stored flat if they contain heavy objects attached to the pages, which will also require more shelving space.
- Unidentified plastics and adhesives can off-gas chemicals that may be damaging to other materials such as inks and paper, and enclosing them in a box may accelerate deterioration.
- Labels will need to be attached to the enclosures in some way.

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<sup>10</sup> ICPC Tip Sheet. <http://web.grinnell.edu/individuals/stuhrr/icpc/scrapbookstip.html>.

### *Recommendations*

- Purchase acid-free, lignin-free boxes for those scrapbooks most in need of enclosures. This is recommended for items that have many loose or detached items, broken bindings, and many loose or detached supports. These include numbers 18, 19, 20, 22, 24, 26, 27 (the 1981-82 Student Council item), 58, 63, 85, 91, 93, 96, 162, and possibly 5, 12, 15, 29, 89, 130, 142.
- Wrap the remaining scrapbooks in acid-free paper.
- Tie any scrapbooks with detached covers securely with linen or cotton tape.

### *Implementation Costs*

- Adjustable cardstock or corrugated cardboard four-flap boxes are roughly \$10/box from Gaylord or Metal Edge (exact price varies depending on size, \$10 will allow for shipping and extra materials). We recommend at least 20 boxes. The items will have to be measured to determine correct box sizes. This will require working hours to assemble the boxes, which could be student or volunteer labor to reduce costs. Total cost: \$200 (or more if more boxes are purchased).
- Acid-free, buffered tissue is \$134.19/roll (40"x500") from Gaylord. It is also available in sheets and larger rolls. It is important to purchase *buffered* tissue, which has an alkaline pH. This will require working hours to wrap the scrapbooks in paper, which could be student or volunteer labor to reduce costs. Total cost: \$150.
- Unbleached, cotton typing tape is \$12.45/roll (5/16"x100 yds) or \$21.95/roll (5/8"x100 yds) from Gaylord. The wider tape would provide more support for detached covers and be less likely to leave an imprint in the bindings. This will require working hours to tie covers to the books, which could be student or volunteer labor to reduce costs. Total cost: \$25.

### **Re-housing/Rebinding**

#### *Advantages*

Based on our findings, one of the biggest condition concerns of the collection is bindings that are damaging to the enclosed items. In many cases this is simply due to the binding being overstuffed or not large enough to fully enclose the items. These issues can make it difficult to turn the pages, and create potential for damage during use and storage. In these cases, moving the items (on the existing supports) into a correctly sized binding may be the best way to ensure a longer life for the items. In scrapbooks where there are many loose items, it would also be beneficial to put them in Mylar sleeves (which could be secured to the binding) to prevent their possible loss.

#### *Things to Consider*

- Re-housing items would only be appropriate in cases where the binding is damaging to the items *and* is not itself of significant historical value.
- There is the possibility that the act of transferring the items could cause them more



damage, due to their fragility or improper handling.

- This is only recommended for scrapbooks whose bindings allow for easy removal of the supports, such as 3-ring binders or stab bindings (the stab bindings would have to be disassembled).
- This is not a viable option for case-bound scrapbooks, which will require conservation treatment to disbind without damaging the items.
- We do not recommend transferring the items onto new supports, which presents a high potential for damage to the items. We would only recommend this if a trained conservator is brought in to perform the treatment.

### *Recommendations*

- Re-house the items and supports that are in overstuffed 3-ring binders and simply need more room into larger 3-ring binders.
- In cases where a 3-inch 3-ring binder is not large enough to hold all the items in a scrapbook, it would be better to split the scrapbook into two binders than to stuff them into one. These would need to be clearly labeled, catalogued in the database, and stored together to prevent separation.
- Scrapbooks that are high-priority for this treatment option include numbers 4, 5, 11, 37 (the Juvenile Law scrapbook), 48, 52, 56, 59, 83, 84 (both scrapbooks numbered 84), 85, 108, 109, 120, 121, 127, 130, 141, 144, 153, and 161.
- This might also be appropriate for items in overstuffed stab bindings, but only if the bindings can be easily disassembled without causing damage to the items (specifically, scrapbooks numbered 3, 9, 18, 19, 22, 91, 94, and 95).

### *Implementation Costs*

- 3-ring binders are available from Gaylord for \$2.20-8.05 depending on the size and quantity ordered. These would have to be purchased according to the measurements of each scrapbook to be re-housed. There are about 30 scrapbooks for which we would recommend this option, so the maximum cost would be roughly \$242.00.
- Mylar sleeves are available from Gaylord for between \$8.05 and \$31.05/10 pack, cost determined by size. A sufficient amount could be purchased for \$100 or less.

### **Reformatting**

Reformatting is an attractive preservation option for two primary reasons. One, creating a facsimile of the scrapbooks either as an online digital file or as a printed and bound album reduces handling, and therefore potential damage of the original scrapbook. Facsimiles also allow for wider access to the collection, since digital files may be accessed online and paper copies may be displayed and handled without fear of damage to the original. We will discuss two reformatting options in this section: Shutterfly-style photo albums and digital image files.

## Printed "Shutterfly-style" Albums

### *Advantages*

Making printed, bound albums from scanned images would not require the archive to acquire and maintain server space, create digital metadata, or other such tasks associated with maintaining a large digital collection. It would also retain the "bookness" of the scrapbooks, which more closely preserves the action and historical context of looking through the original scrapbook. In addition, since exhibition of the scrapbooks occurs on a regular basis, the archive could safely put the facsimiles on display without concern for damage to original materials, or could display the originals as a visual reference with the facsimiles available for physical handling.

These types of albums have already been created by students in the Red Dragon theater group from some of their photo albums (see the "Findings Narrative" for details). In addition to providing a safer environment for the scrapbook items, the process of creating these albums can be a beneficial educational process for the students involved and can help foster awareness of preservation principles for both personal and institutional records.

### *Things to Consider*

Creating new albums will take up space and staff time in the archive because it is effectively adding items to the archive that need to be cataloged and cared for. This process would involve removing items, and possibly disassembling bindings, which could cause more damage in the process. Removing photographs from the magnetic album pages can be especially difficult, and may not always be possible with causing damage to the photos. In addition, digital printing inks have not been studied extensively with regard to preservation qualities and so their potential for longevity and degradation is unknown.

### *Recommendations*

Scrapbooks in the collection that contain only photographs in Mylar sleeves or the "magnetic" photo pages would be good candidates for this printed album process; these photos could be safely removed from the supports, scanned, and returned to their original bindings (in the case of the "magnetic" pages, the photos should be re-housed in Mylar sleeves, rather than returned to the original support). This process is not recommended for case-bound books or stab bindings, as scanning those would require disbinding or putting excessive pressure on the spines of the scrapbooks. This option would be best for scrapbooks whose bindings are 3-ring binders.

- Document the state of the scrapbooks before altering them, either with a written description and/or with photographs.
- Use materials marketed as "acid-free" and "lignin-free". Materials marketed as "archival quality" are not necessarily acid or lignin-free, so be sure to inquire about the components.
- Try to maintain the integrity of the original scrapbooks as much as possible. Keep items

in their original order, do not add information or materials unless necessary, and retain any items that are not included in the facsimile in an envelope or folder, or at least document what is being discarded.

- Save scanned images so that new copies may be printed in the future, if necessary.
- Save the original materials as well, either in the original binder or simply in labeled folders, in case of loss or deterioration of the facsimiles.

### *Implementation Costs*

According to the Shutterfly website, hardcover 12' x 12' photo albums are \$43.99 for the first 20 pages, with each additional page and extra \$1.20. The Red Dragon albums previously done in this manner cost approximately \$60.00 each.

### Digitization

#### *Advantages*

The primary advantages of creating a digital copy of the scrapbooks are that it would allow for wider access to the collections (especially if they are made available through the archive's website) and would limit the amount of handling the originals would receive. There are many grant-funding agencies that are interested in funding digitization projects, so it is often a logical choice for an archive needing outside funding for preservation efforts.

#### *Things to Consider*

Digitization efforts are no small undertaking and there are many things the archive would need to carefully consider before beginning any sort of digitization project. These include, but are not limited to:

- Will scrapbooks be digitized in-house, or sent out to a vendor?
- How will images be captured, with a scanner or digital camera? If a scanner, is the scanner the appropriate size and configuration to capture images of the scrapbooks to be digitized? If a camera is used, then lights, a tripod, and appropriate space will be needed.
- How will the images be captured (file format, resolution, size, etc.)?
- Does the archive have server space to store the files?
- Who will be able to access the digital files?
- Will the digital files be accessible through the website, or only on a local computer?
- Will the digital files be linked to the database/shelf list in any way?
- How will users navigate through the files? (Without certain "page-turning" programs, much of the historical context of the original scrapbooks could be lost.)
- What kind of metadata will be attached to the digital files?
- How will the Archive ensure that the files are being backed-up?
- Does the Archive plan to print from the digital files? (This may change the size & resolution at which you capture the original scans.)

In addition to all of the technical considerations, it is also important to keep in mind the

physical impact digitization will have on the original scrapbooks. Scrapbooks are 3-dimensional objects, and scanning them on a flatbed scanner will often mean having to disbind them in order to capture an image of the pages. Scrapbooks with torn pages and bent or detached items may need treatment prior to imaging. Whether digitization is happening in-house or being sent out, there is a potential for further damage and loss.

### *Recommendations*

Due to the large number of considerations and overall scale of a successful archival digitization program, we recommend that the Archive address as many of the other preservation actions outlined in this report as they can prior to undertaking a large-scale digitization project. In the event that the Archive does proceed with digitizing part of the scrapbook collection in-house, we recommend that digitization efforts be focused primarily on flat paper documents and scrapbooks whose contents are flat, printed paper documents, such as many of the Student Council scrapbooks.

If the Archive chooses to outsource digitization, we recommend they identify one or two items of mid-value as a pilot project, before beginning a larger-scale effort. We also recommend that the Archive stay in close contact with students in the School of Information at UT, who may be able to offer assistance in answering some of the above questions.

### *Implementation Costs*

The cost of digitization is completely dependent on the scope of the project, the purpose of digitization, and the sizes and needs of the items to be digitized, all of which impact the equipment that is necessary for the process. Because there are so many variables involved in choosing digitization methods and equipment, we cannot realistically estimate how much such an endeavor would cost. Instead, we recommend that the archive conduct a thorough investigation into the options available for digitization, including outsourcing, possibly with the assistance of one or more students from the UT School of Information. There are many students who focus their studies on the digitization of library and archival materials, and planning a digitization project for the AHS Archive would be a valuable experience for these students as well as a cost-effective solution for the archive.

## **Conservation Treatment**

### *Advantages*

Physical treatment of the scrapbooks--which may include adhesive removal, stain reduction, surface cleaning, reattaching loose items, paper mending, and binding repair--by a trained conservator could significantly extend the lifespan of some of the more valuable and deteriorated scrapbooks. Conservators work within a strict code of ethics, ensuring that archival-quality materials are used and as much of the original materials are preserved as possible.

### *Things to Consider*

- Conservation treatment is expensive, in terms of time and materials used.
- A conservator would need a clean, undisturbed workspace.
- Certain treatments may require specialized materials or equipment; which might require that the scrapbooks are sent out of the archive to a conservation lab; in this case, insurance or other provisions for the safety of the scrapbooks will have to be considered

### *Recommendations*

- If the archive receives funding to do so, we recommend choosing a few of the most valuable and most damaged scrapbooks to undergo conservation treatment. These would likely include numbers 58 and 63, the two personal student scrapbooks from 1913, and possibly numbers 24 and 98B, two more personal student scrapbooks.
- The Kilgarlin Center for Preservation of the Cultural Record at UT would be a good place to contact about doing the treatments. Students in the conservation program there perform conservation treatments under the supervision of an instructor, and these scrapbooks from the Schenk Archive could be good treatment projects for some of the advanced students.

### *Implementation Costs*

- Depending on the experience level of the conservator and the kind of treatment required, conservation could cost upwards of \$100/hour. Treating just one of the books in the collection would likely cost hundreds or even thousands of dollars.
- Arranging a project with the Kilgarlin Center conservation program could potentially mitigate these costs, however this would require approval of the instructor and an understanding by the archive that the project would be primarily carried out as a learning experience for the students involved.

### **Storage & Environmental Conditions**

There are a few measures the archive could take immediately to improve the environmental and storage conditions of the scrapbooks, which would contribute to their longevity. These include:

- Updating and maintaining the scrapbook shelf list so that they are easier to find and access; an out-of-date shelf list means that mis-shelved objects are essentially lost.
- Move scrapbooks off the bottom shelves if possible, to help keep them clean and insect-free.
- Use bookends where possible, to prevent the books from leaning.
- Periodically straighten the books on the shelves, and dust regularly.

Two longer-term environmental monitoring tasks that would help the archive maintain more favorable conditions for the scrapbooks (as well as the other archival collections) are to:

- Analyze the data captured by the environmental data loggers in order to determine

whether or not the Archive is achieving its stated goals for the temperature and relative humidity in the storage space. If the data reveals that these standards are not being met, further action (i.e., installing a second dehumidifier or adjusting the thermostat levels) may need to be taken.

- Monitor the presence of insects by placing sticky traps in various locations throughout the storage space; if evidence of an insect infestation is found, further action may need to be taken.

### *Implementation Costs*

- The primary cost for these measures would be in student, volunteer, and or staff time to rearrange, clean, and monitor the collection environment.
- Supplies that may need to be purchased include bookends and insect traps. Bookends are available from Gaylord in range of prices depending on size and materials, all for under \$10 per bookend.
- Insect traps are also available, both as parts of kits and by themselves, from Gaylord. These are either \$10.35 or \$33.19 for a pack of 10. A sufficient quantity of all these materials could be purchased for under \$100 total.

### **Handling & Exhibition Practices**

In addition to addressing storage conditions, there are also a few simple measures the archive can take to provide safer conditions for handling and exhibition of the scrapbooks. Currently, the scrapbooks receive limited handling by the archivist and researchers. Selections of the scrapbooks are placed on display in the hallway outside the library once a year during the Dedication Day festivities.

- Purchase cradles and snake weights for display and research (See Appendix C for a list of vendors).
- Offer a clean, uncluttered table for researchers to use.
- Only allow pencils to be used when looking at scrapbooks (no ink).
- Creating a check-out/check-in system to keep track of all scrapbooks removed from their shelves. This could be as simple as a sign-out sheet with the user's name, date of use, reason for use, item number, and shelf number.
- In the event that scrapbooks are ever put on display in the exhibit case in the library, they should be well supported with cradles or other supports and should not remain on display for longer than a few months at a time, to reduce damage from light and UV rays.

### *Implementation Costs*

- Oversized acrylic cradles are available from Gaylord for \$40.10 each. The archive would ideally have 2 or 3 of these, both for use and exhibition. These might not be large enough for some of the largest scrapbooks. Total cost: \$120-200.
- Snake weights are available from Gaylord for \$14.75 each. The archive would ideally have several of these, both for use and exhibition. Total cost: \$75-100.
- Polyethylene and urethane book mount sets are available from Gaylord for between

\$120.85 and \$497.75 depending on the size and material. One of these sets would be sufficient for scrapbook use, however the small and medium sizes may not be large enough for some of the biggest scrapbooks. The urethane mounts are cheaper, but are not archival quality and would thus need to be covered with acid-free paper or fabric during use. Total cost: \$200-500.

## **Prioritized Recommendations**

### *Minimal:*

These could be done in the short term with limited funds and time commitment.

- Complete the shelf list update and locate missing scrapbooks.
- Reorganize shelves in order to move scrapbooks off of the bottom-most shelves.
- Ensure that all scrapbooks are stored upright, using bookends where needed, except oversized or heavy scrapbooks and those with heavy attachments, which should be stored flat so the shelf can support their weight.
- Provide a clean, uncluttered table for researchers, and require that they only use pencils when looking at the scrapbooks.
- Create a sign-in/sign-out system for removing scrapbooks.
- Implement a regular dusting/cleaning schedule for the shelves.
- Track and analyze data from the data loggers

### *Moderate:*

These would require a little more time and money, but could be done by staff and volunteers in-house.

- House the scrapbooks in archival boxes and/or tissue paper for protection.
- Purchase book supports (foam wedges and/or acrylic cradles) and snake weights, for use and display.
- Re-house items and supports in new bindings.
- Monitor for insect infestations with sticky traps.
- Create printed album facsimiles of scrapbooks containing only photographs.

### *Optimal:*

These will require the most research, funding, and staff time, and will likely require the assistance of outside resources.

- Hire a trained conservator to perform treatments on a select group of scrapbooks, based on historical value and condition.
- Digitize selected scrapbooks and make available online through the Archive's website.

## **VII. Conclusion**

We provided minimal, moderate, and optimal recommendations for preservation of the Austin High School Archive scrapbook collection. The collection would benefit from improved shelving and housing in archival enclosures at the minimum to stabilize the vulnerable materials and provide better user access. A significant portion of the collection would benefit from re-housing items into new, less damaging bindings and other minor repairs. In the longer term, we suggest selective reformatting and single-item conservation treatment as an ideal way to preserve this unique and vulnerable collection.

To keep costs at a minimum, we strongly recommend that that Archive consider proposing a reformatting project as a capstone or practicum opportunity for a UT iSchool student. We also suggest that the Archive continue to find ways to involve both current AHS students and alumni in a range of preservation activities. This would not only keep costs low, but could serve to generate excitement about the collections and encourage future donations.



## Appendix A: Survey Instrument

Item Number:

Year:

Creator:

Rehoused:

### Materials/Description

#### Item Supports

Paper	___	<u>Details (circle)</u> ( colored / white )
Mylar sleeves	___	
Magnetic adhesive photo album pages	___	( Mylar / PVC )
Other _____		

#### Items

Paper	___	<u>Details (circle)</u> ( white / color / coated / construction / newsprint )
Print	___	( color / black )
Handwritten	___	( Sharpie / felt-tip / ball-point / other ink / pencil / marker )
Photographs	___	( color / black and white )
Photo negatives	___	
Newspaper	___	
Envelopes	___	
Booklet	___	
Ribbon	___	
Reproductions	___	( Xerox / mimeograph )
Other _____		

#### Binding

Stab	___	( metal / textile )
3-ring binder	___	
Spiral	___	
Case bound		
Covering material _____		
Other _____		

Condition Rating System: 1 (mild), 2 (moderate), or 3 (extreme)

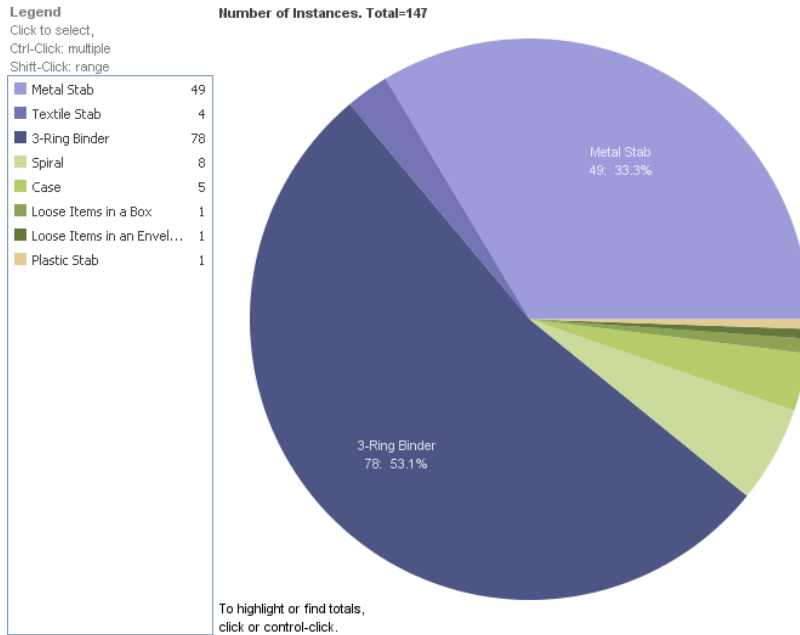
<u>Condition</u>	<u>Items</u>	<u>Item Supports</u>	<u>Binding</u>
Detached	___	___	___
Bent	___	___	___
Broken	___	___	___
Tears	___	___	___
Loss	___	___	___
Brittle paper	___	___	___
Fading	___	___	___

<u>Condition</u>	<u>Items</u>	<u>Item Supports</u>	<u>Binding</u>
Discoloration	___	___	___
Soil	___	___	___
Stains	___	___	___
Mold	___	___	___
Insect Damage	___	___	___
Tape	___	___	___
Staples	___	___	___
Paper Clips	___	___	___
Rust	___	___	___
Adhesive damage	___	___	___
Post-its	___	___	___
Stickers	___	___	___
Other	___	___	___

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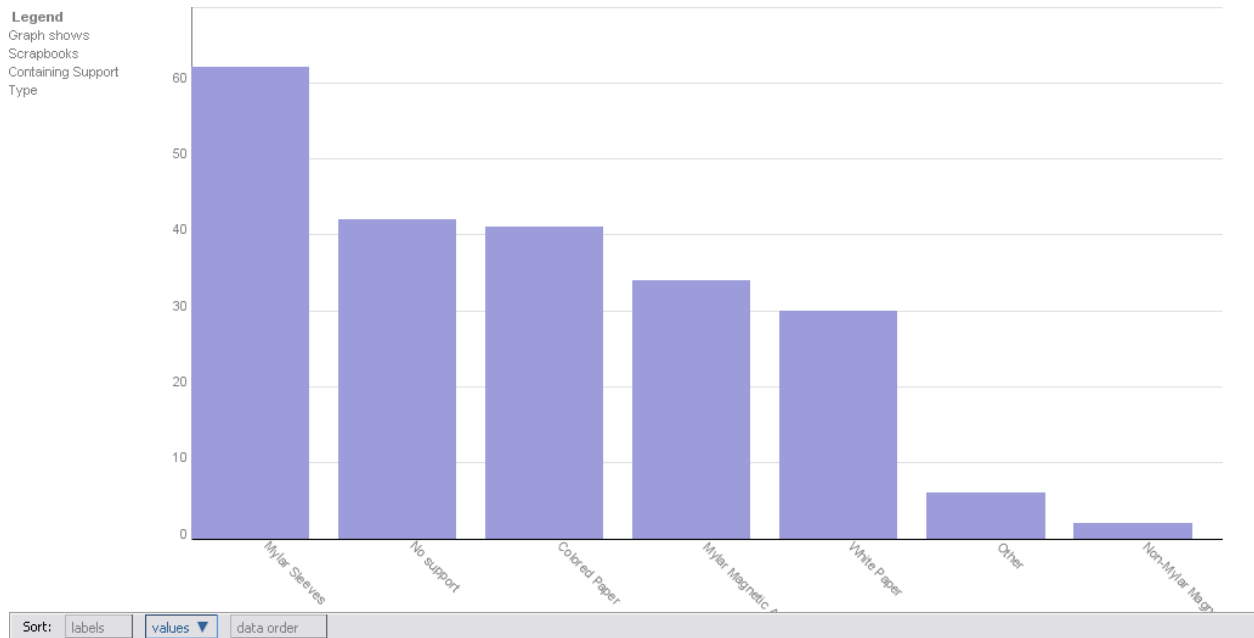
Binding is damaging to items	___
Support is damaging to items	___
Folded items	___
Loose items	___
Silver mirroring	___
Offsetting	___

## Appendix B: Findings



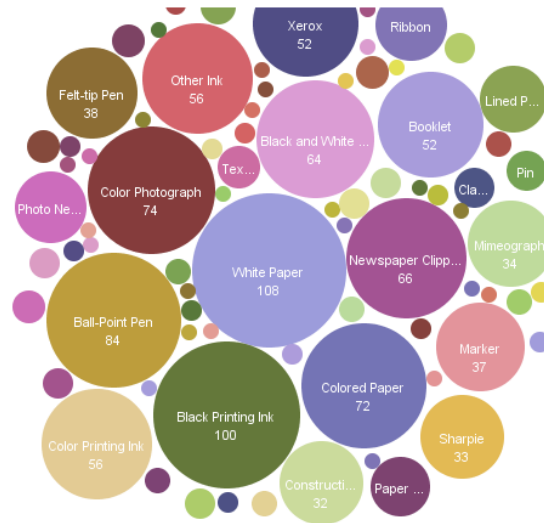
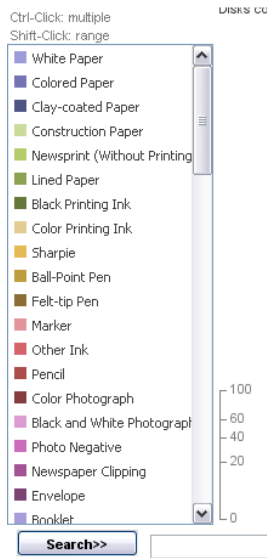
Created on Many Eyes (<http://many-eyes.com>) © IBM

### 1. Binding Types



Created on Many Eyes (<http://many-eyes.com>) © IBM

### 2. Support Types

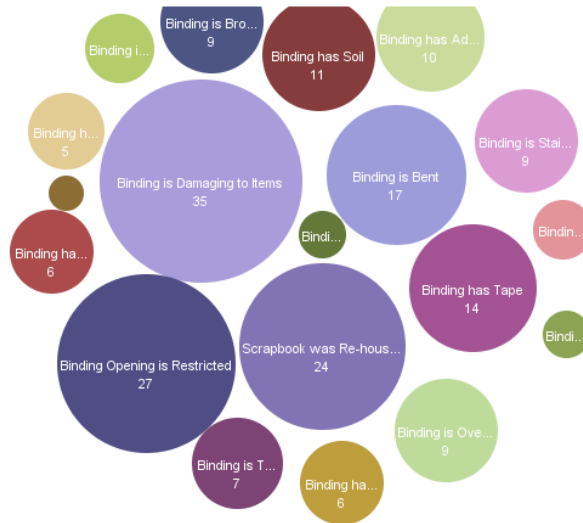
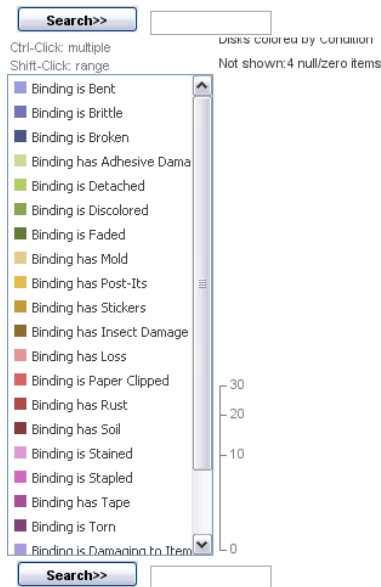


To highlight or find totals  
click or ctrl-click.

To highlight or find totals  
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Created on Many Eyes (<http://many-eyes.com>) © IBM

### 3. Item Types

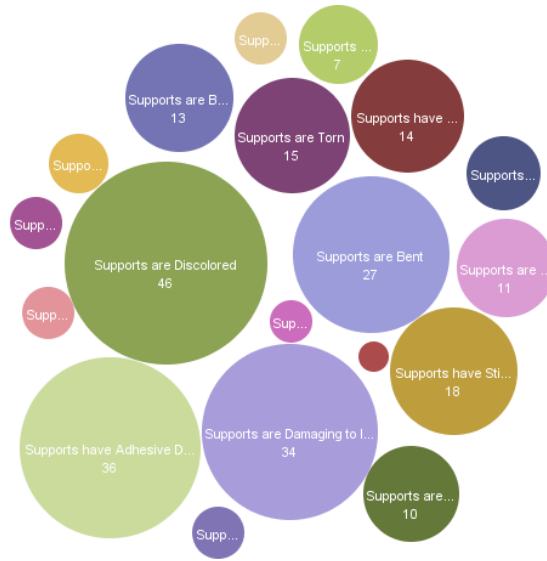
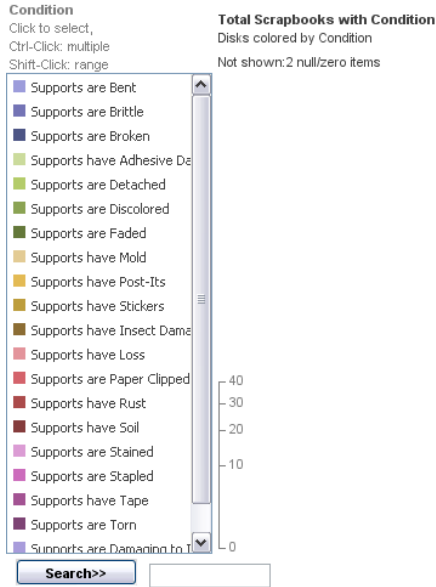


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Created on Many Eyes (<http://many-eyes.com>) © IBM

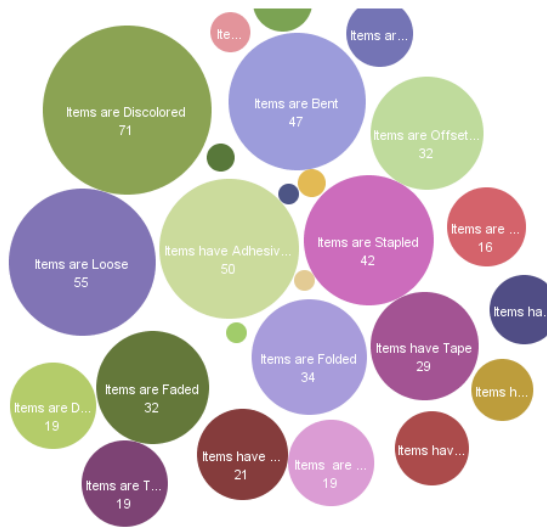
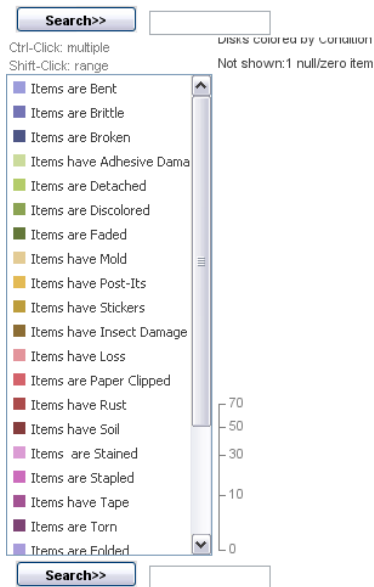
### 4. Binding Condition Totals



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 click or ctrl-click.

Created on Many Eyes (<http://many-eyes.com>) © IBM

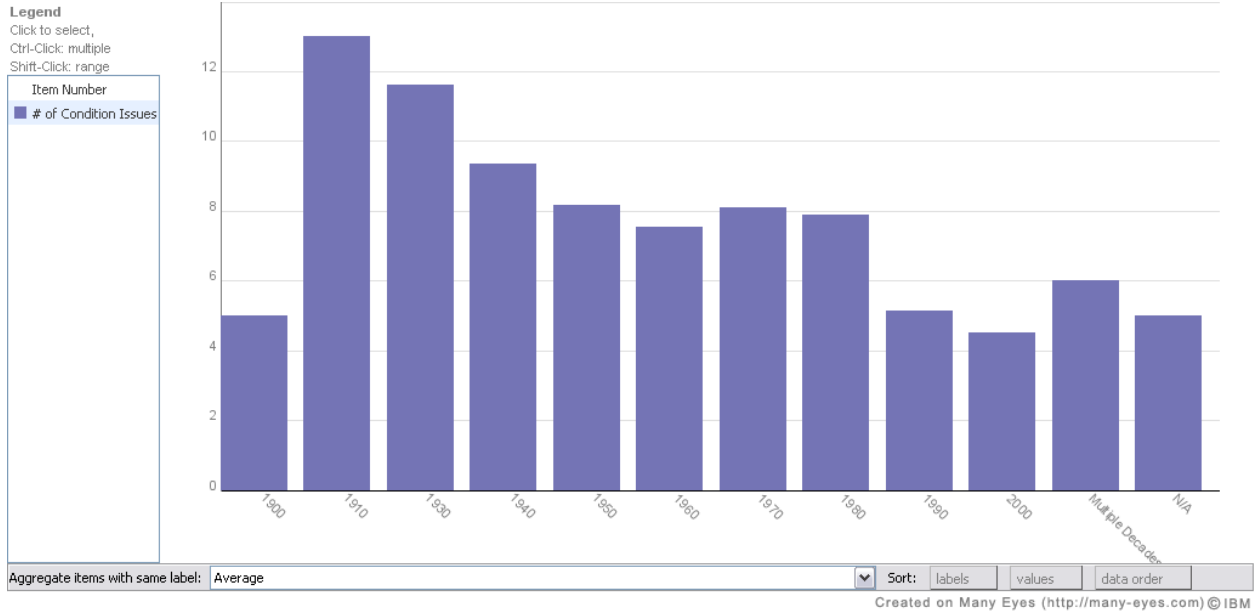
### 5. Support Condition Totals



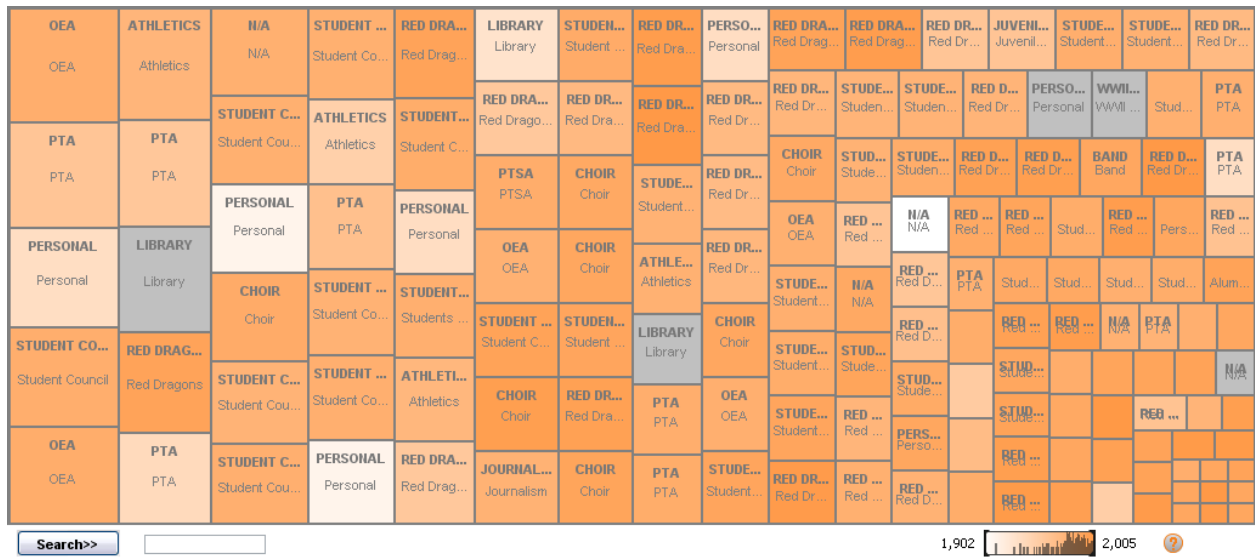
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 Created on Many Eyes (<http://many-eyes.com>) © IBM

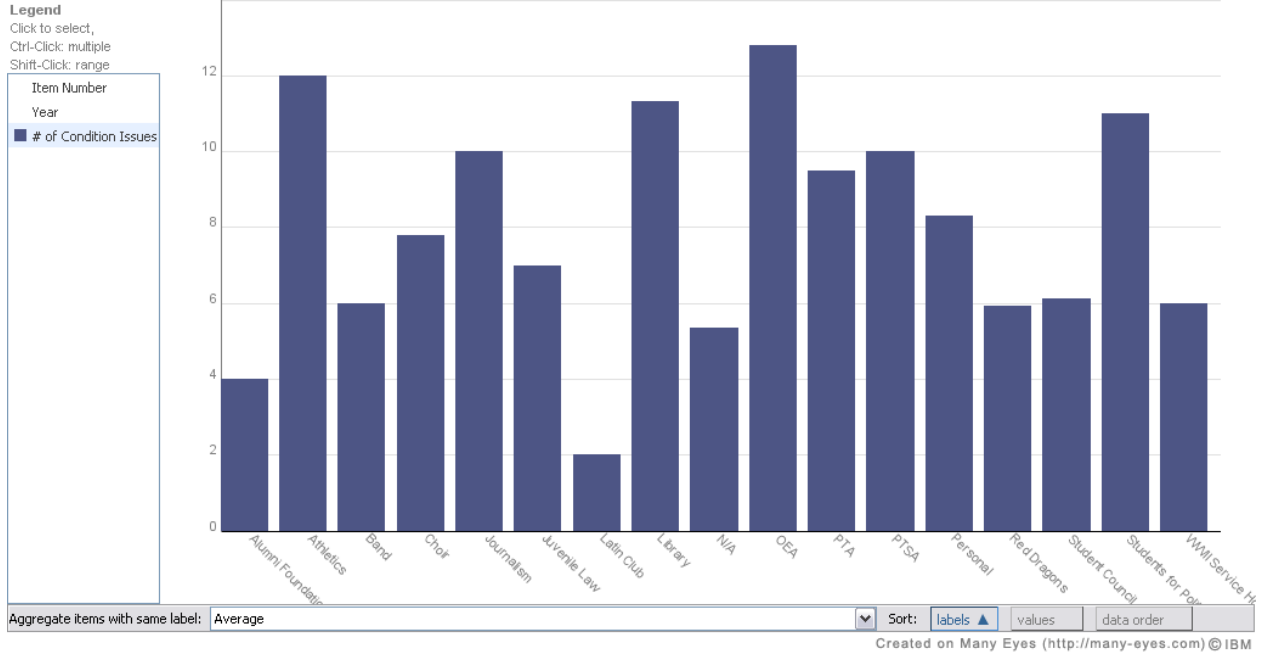
### 6. Item Condition Totals



### 7. Average of Condition Issues by Decade



### 8. Treemap of Condition Issues (Size of Box), Year (Color of Box), and Creator



### 9. Average of Condition Issues by Creator

## Appendix C: List of Vendors & Other Resources

### *Vendors*

- Gaylord Brothers (boxes, repair materials)  
<http://www.gaylordmart.com/listing.asp?H=3>
- Light Impressions (boxes)  
<http://www.lightimpressionsdirect.com/>
- Metal Edge (boxes, supplies)  
<http://www.metaledgeinc.com/store.tpl?cart=yzvppxzzjo>
- Talas (repair materials)  
<http://www.talasonline.com>
- University Products (boxes, repair materials)  
<http://www.archivalsuppliers.com>

### *Resources*

- American Institute for Conservation of Historic and Artistic Works  
<http://conservation-us.org/>

The national professional organization for conservators. Offers tips on choosing a conservator.

- Conservation Online (CoOL)  
<http://palimpsest.stanford.edu/>
- Regional Foundation Library  
<http://www.utexas.edu/diversity/ddce/rfl/>

This is an excellent resource for finding a range of grants and other funding opportunities. Their services are free of charge. From their website:

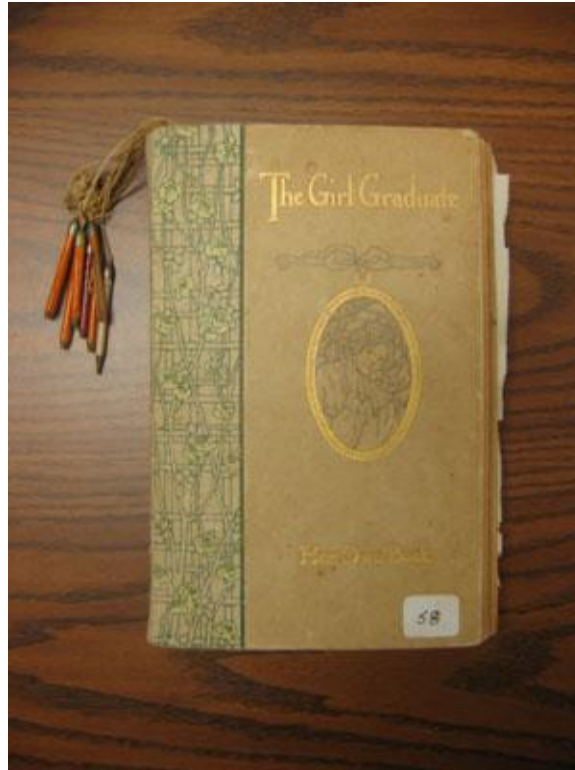
"For over 45 years, the Regional Foundation Library (RFL) has served individuals and organizations in need of educational or special project funding. Its patrons include representatives of nonprofit programs and services, educational entities, charitable organizations, faith-based programs and services, governmental entities, as well as individuals."

- University of Texas School of Information and Kilgarlin Center for Preservation of the Cultural Record  
<http://www.ischool.utexas.edu/>



## Appendix D: Glossary of Terms

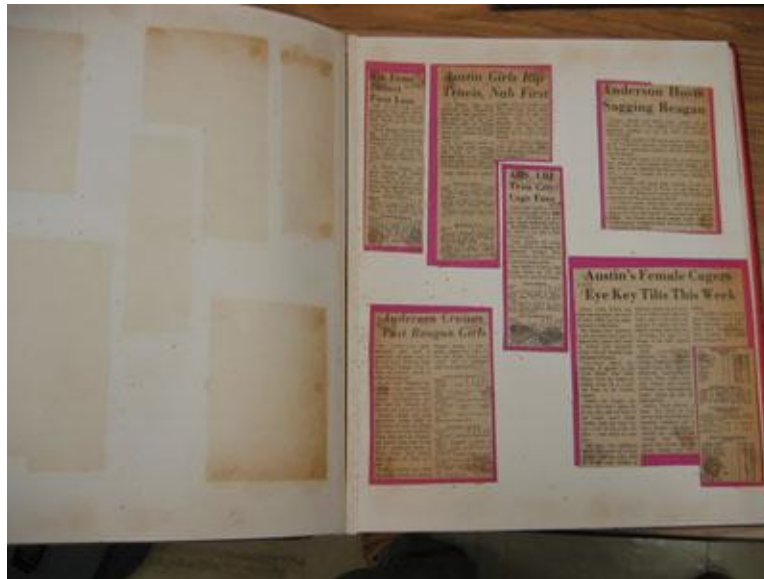
Case binding: Bound pages attached to a covered board case; what we think of as a regular hardcover book. This 1913 scrapbook is an example of a case binding:



Item: The clippings, photographs, and other objects included in the scrapbook.

Item support: The paper or plastic sleeve to which the items are attached. Not all of the scrapbooks included supports (some just had items that had been hole-punched and attached directly to the binding).

**Offsetting:** Transfer of inks or acidic degradation materials onto neighboring supports or items.  
The newsprint has offset onto the previous page in this scrapbook:



**Re-housing:** In this report, re-housing refers to transferring items (and perhaps supports) to more appropriate bindings.

**Reformatting:** Creating a copy, either in digital form or a printed, bound album of scans or photocopies.

**Restricted opening:** The scrapbook is unable to be safely opened fully; this is often due to the type of binding, or a binding that has been overstuffed.

## Appendix E: Annotated Bibliography

1. Ellis, Janice Stagnitto. "Aloft in a Balloon: Treatment of a Scrapbook of Early Aeronautica Collected by William Upcott, 1783-1840" *Book & Paper Group Annual*. The American Institute for Conservation. Vol. 16 (1997). <http://aic.stanford.edu/sg/bpg/annual/v16/bp16-02.html>

*Treatment report for a scrapbook that was rebound for both preservation and exhibit purposes.*

2. Graham, Amanda. "The Brian Schenk Archives at Stephen F. Austin High School Archives Manual and Recommendations." INF 388L Professional Experience Project. (4 April 2008).

*Paper by another School of Information student outlining general storage and environmental condition procedures according to archival preservation standards.*

3. Ogden, Sherelyn. "Preservation Options for Scrapbook and Album Formats" *Book & Paper Group Annual*. The American Institute for Conservation. Vol. 10 (1991). <http://aic.stanford.edu/sg/bpg/annual/v10/bp10-14.html>

*Highlights scrapbook conservation projects undertaken at the Northeast Document Conservation Center. Outlines process for determining the value of scrapbooks in a collection and provides a range of preservation options, from preservation reformatting to extensive treatment of binding and enclosures.*

4. "Preservation of Scrapbooks and Albums" Library of Congress *Preservation Basics*. Leaflet No. 1 (1991). <http://cool-palimpsest.stanford.edu/byauth/zucker/zucker1.html>

*Overview of preventive preservation measures for scrapbook collections, including environment, storage, handling, treatment, and reformatting. Includes a list of archival products vendors.*

5. "Tips on Preserving Scrapbooks." Iowa Conservation and Preservation Consortium (ICPC) <http://web.grinnell.edu/individuals/stuhrr/icpc/scrapbookstip.html>

*An online tip sheet aimed at the general public. Closely based on the Library of Congress leaflet [ref 3].*

## **Appendix F: E-mail Correspondence with Mr. Billy Dragoo, Theater Arts Teacher**

April 14, 2009

*Question: What was the goal of the re-housing project?*

Answer: Many of the scrapbooks from previous years were in HORRIBLE condition. Our goal was simply to make these treasures available for future Red Dragon Players and the public so that the vital link between who we *were*, who we *are*, and who we might *become* is not lost.

*Q: What were the requirements for the project (i.e., design, how much freedom did the students have in choosing materials, making changes, etc.)?*

A: The project was an assignment for our Theatre Arts II and Theatre Arts III/IV classes. My wife (my co-worker at the time) and I sort of gave a demonstration on what we wanted and then let the kids (who were, in most cases, paired with another student) be creative. Whenever possible, we asked that they maintain the look and feel of the original book, including the original materials.

*Q: Where were the materials obtained?*

A: We bought the materials from a local Michael's, a national chain of craft stores

*Q: How much money was spent on the project?*

A: Well, hard to say. I looked back through records and found a payment for \$391.41, but if memory serves we went back to Michael's with another \$150 or so. I'd say approximately \$545 on supplies. This was spent on "re-envisioning" scrapbooks from the 1950s through the early 1990s. For the photo albums from my time here (1993 to the present), we asked parents and Red Dragon alumni to join our "adopt-a-book" campaign. People sent us checks and cash to sponsor a book that my wife, the students and I created via the website Shutterfly. The approximate cost of each of these thirteen books was \$60. So . . . all in all, the entire project must have amounted to hundreds of hours and about \$1400.

*Q: Will this project be continued/is it ongoing, or is it finished?*

A: We hope to continue making Shutterfly-type books from now on. While scrapbooks are much more interesting, in my opinion, they are extremely time-consuming, and we don't know enough about preservation to really do it correctly.

*Q: Did the students do any research on archival storage and re-housing?*

A: Unfortunately, no. We did ask for help in the form of opinions from people at the craft store, as well as folks in the AHS library

*Q: Were all of the original materials kept or were some discarded?*

A: The old scrapbooks were gone through page by page, and anything relevant and/or interesting was kept. Sometimes we discarded things that were either confusing or simply uninteresting. All discards had to have teacher approval, though.

*Q: How much of the original appearance, arrangement, order of the scrapbooks was maintained?*

A: Without a way to show you the old vs. the new, I guess the word I used earlier is fair: "re-

envisioned."

*Q: What materials were the students allowed to use and/or not allowed to use?*

A: The materials we bought from scrapbooking sections of the craft store was what all the students used. We bought a few "corners" and decorative stuff; most money was spent on actual books plus decorative paper. We used archival tape, I believe.

*Q: What was the general condition and housing of the original scrapbooks? Was this documented in any way (written, photos, etc.)?*

A: Some of the scrapbooks were in "good" condition. Most I would classify as "fair" and a few "poor." A couple were literally falling apart. I don't think we had the foresight to document the "before" before we went toward the "after." Unfortunate decision, that.