

HANDLING GUIDELINES: PHOTOGRAPH ALBUMS

1. Move albums on a cart.
2. Handle albums with gloves when possible. Otherwise, wash and dry hands thoroughly before, and regularly during, handling session.
3. Before moving an album, consider its weight and condition, and have a destination prepared.
4. Use 2 people to lift album if necessary.
5. If housed vertically on shelf, grip album around spine to remove. Do not remove by pulling with finger at the top of the spine, which risks tearing album's headcap and upper joints, (image A).
6. If album is held tightly between other volumes, push in adjacent volumes to expose spine of album before removing, (image B).
7. If housed in drop spine or solander box, remove with two hands with album fully supported.
8. Be mindful of the condition of covering material (leather, cloth, paper, vellum, metal furniture, labels).
9. Do not slide volume across hard surface. Lift album up and place in new location.
10. Open album slowly to avoid draw, the suction that can lift or crease the textblock pages.
11. Use foam book supports or angled cradles to support open album. Do not rest album on spine when open, (image C).
12. Open album only to an angle which does not feel forced. Adjust cradle support and opening angle to accommodate different page spreads. The same album will require different cradling support depending on whether it is opened near the front or near the back. (images D&E).
13. To avoid damaging the laminar structure of the mounted photographs, avoid flexing photographs with the movement of the album pages. When opening album, turning album pages, or viewing open album, make sure the photographs are not flexing. Support open album accordingly.
14. Handle only the outer margins of the textblock leaves while turning pages; be careful to avoid contact with photographs that may be mounted close to the edges of the pages.

15. Be aware that many albums have thin interleaving, photographs that are loose, or photographs that are not fully mounted onto pages.
16. Close albums slowly. Allow no photographs or interleaving pages to slip into the gutter or get creased.

MOUNTING GUIDELINES: PHOTOGRAPH ALBUMS

1. Examine album with book conservator to determine maximum opening angle, based on condition of outer joints, spine linings, board attachments, covering materials, and the photographs themselves.
2. Build cradling support for open album, *specific to the page spread being exhibited*.
3. Cradle must support the boards and weight of the album, without damaging the joints or spine.
4. Leaves may be gently strapped with polyethylene to keep them open; do not strap tightly. A description and image of strapping and materials available at:
<http://www.benchmarkcatalog.com/main-poly.htm>
5. Albums in delicate condition, with damaged joints, caps, or board attachments, may incur irreparable damage if exhibited. The physical requirements of exhibition may cause brittle pages to break, spine linings to crack, or board attachments to fail.
6. Consider exhibiting facsimiles.
7. Before permitting exhibition, understand an album's limitations.

HANDLING GUIDELINES: Images A-E



A. DO NOT pull headcap



B. Push in adjacent books



C. Protect spine



D. Cradle for opening at front



E. Cradle for opening at back