The Georgia Archives Preservation Department underscores the institutional mission by supporting access and usability of its digital and physical collections, providing timely service for patron requests, and actively participating in collaborative work with other state institutions. The following projects and programs continue established work of the Georgia Archives and inspire contributions within the archives and public communities:


Using a Mekel microfilm scanner and software, we scanned rolls of marriage books on microfilm, adjusted images for legibility, separated individual volumes into digital packages for CONTENTdm, applied the appropriate metadata, and made them accessible online in our Virtual Vault.

**LARGE PRINT COLLECTION (OCTOBER 2014-DECEMBER 2014)**

The collection required light cleaning and was scanned using flatbed scanners and a Phase One large format camera.

**BERRY COLLEGE - OAK HILL & THE MARTHA BERRY MUSEUM (JUNE 2015-JULY 2015)**

Maps were flattened, cleaned, and repaired when necessary, then scanned for use at Oak Hill & The Martha Berry Museum. Originals and scans were returned to the institution at the project’s completion.

**THE GREEN BOOK (SEPTEMBER 2015)**

This 1946 copy had staples removed to avoid rust transfer, folds were flattened; weak spots and folded spine were reinforced to preserve integrity. This item was rebound with cotton thread using a pamphlet stitch and rehoused for storage in a pamphlet folder and protective photo sleeve.

**MAP ASSESSMENT AND TREATMENT (SEPTEMBER 2015-PRESENT)**

Maps could have any of the following treatments: varnish removal, linen backing removal, residual adhesive removal, dirt removal, repairs with Japanese tissue paper, and custom polyester sleeving.

**FILE II (JANUARY 2009-MARCH 2016)**

Treatment of this collection included transferring documents into archival quality folders and boxes, addressing any preservation concerns (cleaning, sleeving, and flattening), scanning, and uploading to CONTENTdm with the appropriate metadata.

**GLASS LANTERN SLIDES (JANUARY 2015)**

Slides were cleaned with deionized water, cotton balls, and swabs. They were individually wrapped in four-flap enclosures and stored in durable archival boxes.

**COUNTY RECORDS (AUGUST 2015-PRESENT)**

These tri-folded documents are humidified, flattened, cleaned as necessary, placed in folders, labeled with case names, and put in chronological order.

**BOOK REPAIR**

Worn and damaged books are repaired to ensure collection accessibility for patrons and researchers. Repairs range from mending loose or torn pages, recasing broken bindings, and creating protective enclosures for books that require treatment in phases.

**MOLD TREATMENT**

The Archives occasionally receives items with residue from previously active mold. Working in the fume hood, we use various methods of mold remediation, always with personal protective equipment.

**EXHIBITS**

Quarterly exhibits are coordinated with Archives programming to display the extensive collection and promote available resources. Items are selected by committee and prepared for display, while background panels are created from images in our Virtual Vault.

**LOOKING FORWARD 2016-2017**

Fall HERA program
October bookbinding workshop with Jeff Peachey
Updated educational tour of the Georgia Archives

**WHO WE ARE:**

1. Conservator/Preservation Manager
2. Digital Preservation Technicians
1. Conservation Intern (FOGAH)

**SERVICES:**

- Scanning: Microfilm, Original Documents, Collaborative Projects
- Preservation: Patron Requests, Collaborative projects, Archives Initiatives
- Disaster Response: Advice, Assessment, Microfilm Scanning, Education and Training

**EQUIPMENT AND SOFTWARE:**

- Epson Expression 10000 XL Flatbed Scanners
- Mekel Mach V Microfilm Scanner and Software
- HP Designjet Z5200 PostScript Color Printer
- Ultrasonic Welder
- Fume Hood
- UTvacusel 5298H Table
- Board Shears
- Suction Tables
- Ultrasonic Welder
- Dry Mount Press
- Book Presses
- Fome Hood
- Nilfisk HEPA Vacuums


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