



**Canadian Council of Archives  
Conseil canadien des archives**

# **Basic Conservation of Archival Materials : Revised Edition, 2003**

## **Chapter 7 – Where To Go For Help**

## Preservation Suppliers

The suppliers listed below are located in both Canada and the United States. The Canadian distributor and American companies are both listed.

### Canada

**BFB Sales Ltd.** – University Products Distributor

6535 Millcreek Drive, Unit 8  
Mississauga, ON L5N 2M2  
(905) 858-7888

**Bury Media** – University Products Distributor

10–3771 North Fraser Way  
Burnaby, BC V5J 5G5  
(604) 431-1965 or 1964  
Fax: (604) 431-1930

**Carr Mclean**

461 Horner Avenue  
Toronto, ON M8W 4X2  
(800) 268-2138 (416) 252-3371  
Fax: (800) 871-2397

**Envimaco International Inc.**

8170 Devonshire Road  
Montréal, QC H4P 2K3  
(514) 731-1550  
Fax: (514) 731-2535

### United States

**Archivart**

7 Caesar Place  
Moonachie, NJ 07074-1781  
(800) 804-8428  
[www.archivart.com](http://www.archivart.com)

**Conservation Resources International**

8000–H Forbes Place  
Springfield, VA 22151  
(800) 634-6932 or (703) 321-7731  
Fax: (703) 321-0629  
[www.conservationresources.com](http://www.conservationresources.com)

**Gaylord Bros.**

P.O. Box 4901  
Syracuse, NY 13221-4901  
(800) 841-5854  
Fax: (800) 615-3779  
[www.gaylord.com](http://www.gaylord.com)

**Hollinger Corp.**

P.O. Box 8360  
Fredericksburg, VA 22404-8360  
Tel: (800) 634-0491 (Cdn Customer line)  
Fax: (800) 947-8814  
[www.hollingercorp.com](http://www.hollingercorp.com)

**Light Impressions**

439 Monroe Avenue  
P.O. Box 940  
Rochester, NY 14603-0940  
Tel: (800) 828-6216 or (716) 271-8960  
Fax: (800) 828-5539  
[www.lightimpressionsdirect.com](http://www.lightimpressionsdirect.com)

**Metal Edge Inc.**

6340 Bandini Blvd  
Commerce, CA 90040  
Tel: (323) 721-7800  
Fax: (323) 721-7900  
[www.metaledgeinc.com](http://www.metaledgeinc.com)

**University Products**

517 South Main Street  
P.O. Box 101  
Holyoke, MA 01041-0101  
Tel: (800) 628-1912 (413) 532-3372  
Fax: (800) 628-1912  
[www.universityproducts.com](http://www.universityproducts.com)

**Preservation Web Sites**

The Web sites listed below represent only a small number of the preservation and related Web sites found on the Internet. They have been selected as they provide good general information and links to other sites.

**CoOL – Conservation Online** [palimpsest.stanford.edu](http://palimpsest.stanford.edu)

The CoOL Web site is extremely useful as a preservation resource. It is one of the most comprehensive preservation sites on the Web. This site has links to many other sites of interest such as the Western Association for Art Conservation, the Abbey Newsletter, SOLINET and many others.

**Henry Wilhelm's site** [www.wilhelm-research.com](http://www.wilhelm-research.com)

Henry Wilhelm, the author of *The Permanence and Care of Color Photographs: Traditional and Digital Color Prints, Color Negatives, Slides, and Motion Pictures* continues to pursue research in the colour photography and imaging field. Research results and updates can be found here.

**Image Permanence Institute** [www.rit.edu/~661www1/](http://www.rit.edu/~661www1/)

The Image Permanence Institute site is very interesting and should be surfed regularly to see what's new. In their Publications section you can order publication such as "The Storage Guide for Color Photographic Materials," A-D Strips and several other publications.

**National Media Lab** [www.arkival.com/nml.html](http://www.arkival.com/nml.html)

This Web site has useful information on modern media. Magnetic Media by John Van Bogart can be found here.

**Research Libraries Group** [www.rlg.org/preserv/](http://www.rlg.org/preserv/)

This is one section of RLG's excellent Web site. A wide variety of information on digital imaging can be found here.

**Vidipax** [www.vidipax.com](http://www.vidipax.com)

Jim Lidner's "Magnetic Media Restoration Headquarters" Web site. Of particular interest is the Video Preservation Resources section where associations and professional groups are listed in addition to online research and preservation information.

## Preservation Information Leaflets

**Council on Library and Information Resources** [www.clir.org](http://www.clir.org)

In the "Publications" section of the CLIR site you can find the Preservation and Access Newsletter and CLIR reports. Reports such as publication 80 "Why Digitize?" and publication 69 "Digitization as a Method of Preservation?" offer food for thought with regard to the confusing world of digital preservation.

**Library of Congress** [www.loc.gov](http://www.loc.gov)

The section "Caring for the Library of Congress Collection" has useful areas such as preservation reformatting, emergency preparedness and response.

See also: <http://lcweb.loc.gov/preserv/pubs.html> for the Library of Congress Preservation Publication Series

**National Archives and Records Administration** [www.archives.gov/preservation](http://www.archives.gov/preservation)

The NARA site has a very useful FAQ section with subsections on building environment and standards, digital media, etc.

**Northeast Document Conservation Center** [www.nedcc.org](http://www.nedcc.org)

The Northeast Document Conservation Center "Publications" section is a real bonus as most of NEDCC's technical leaflets including all those found in *Preservation of Library and Archival Materials: a Manual* are available.

**Southeastern Library Network** [www.solinet.net](http://www.solinet.net)

From the home page go to Preservation Services and then click on Leaflets. Here you will find a range of preservation bibliographies, Internet resources, services and suppliers and the full range of Solinet handouts.

## Standards Organizations

Standards that relate to paper permanence, photographs, environmental conditions etc., can be found at the following web sites. Standards are not available for browsing but orders can be placed either online or by snail mail.

**Standards Council of Canada** [www.scc.ca](http://www.scc.ca)

**International Organization for Standardization** [www.iso.ch](http://www.iso.ch)

**American National Standards Institute** [www.ansi.org](http://www.ansi.org)

**National Institute of Standards and Technology** [www.nist.gov](http://www.nist.gov)

## Seeking Advice

Contact archives, libraries or museums in your area to see if they would be able to assist with problem solving. You may discover that some of these institutions have formed local assistance groups or regional associations.

Provincial and territorial archives may be able to provide the information you are looking for. Contact your provincial or territorial archives associations for contact information.

The Canadian Council of Archives, the Association of Canadian Archivists may also be of assistance.

Canadian Council of Archives  
130 Albert Street, Suite 501  
Ottawa, Ontario  
K1P 5G4  
Tel: 1-866-254-1403  
Fax: (613) 565-5445  
[www.cdncouncilarchives.ca](http://www.cdncouncilarchives.ca)

Association of Canadian Archivists  
P.O. Box 2596 Station D  
Ottawa, Ontario  
K1P 5W6  
Tel: (613) 234-6977  
Fax: (613) 234-8500  
[www.Archivists.ca](http://www.Archivists.ca)

## Selecting a Conservator

Conservation is a mainly unregulated profession, so keep the following considerations in mind when selecting a conservator.

- Ask for the conservator's qualifications and references. Take the time to check the references.
- Ask to see examples or slides of the conservator's work.
- Seek advice or recommendations from other institutions for whom the conservator has done work.
- The conservator should be able to explain in plain terms what is involved in the treatment of an item, what materials will be used, and what, if any, risk exists.
- The conservator should always provide a written condition report, a treatment proposal and a complete treatment record.

Brochures on "Selecting and Employing a Conservator in Canada" and "Code of Ethics and Guidance for Practice" can be requested from either the Canadian Association for Conservation (CAC) or the Canadian Association of Professional Conservators (CAPC).

Both the CAC and the CAPC can be contacted at the following address:

280 Metcalfe Street

Suite 400

Ottawa, Ontario

K2P 1R7

Tel: (613) 567-0099

Fax: (613) 233-5438

You can also find both brochures online at the Canadian Association for Conservation website. [www.cac-accr.ca](http://www.cac-accr.ca)