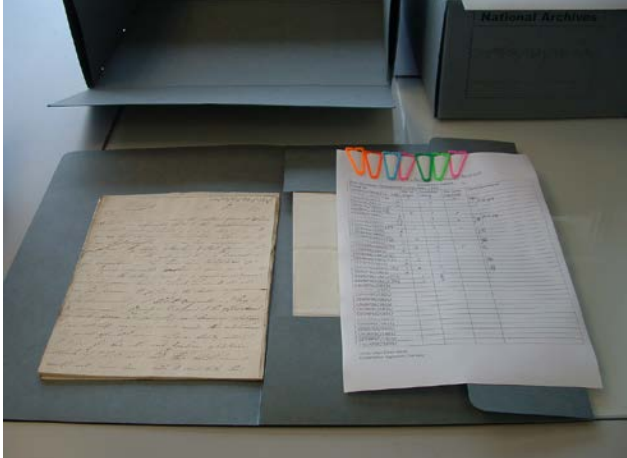

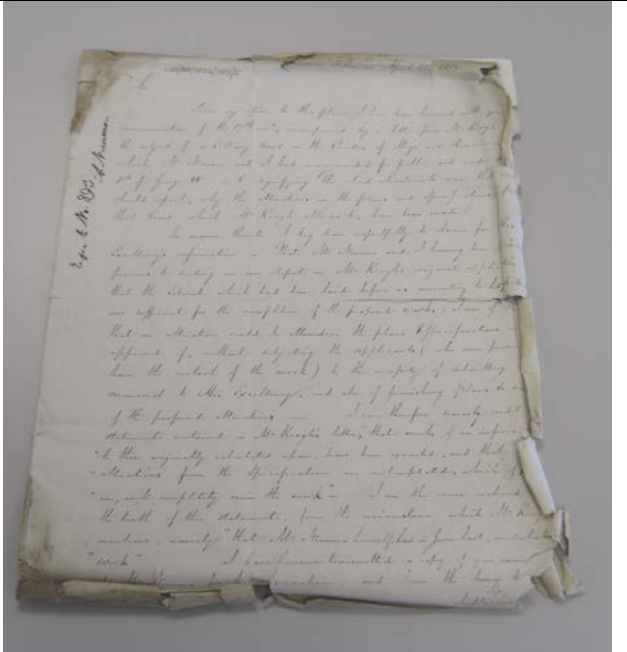


CSORP Procedure

CONDITION ASSESSMENT	
	<p>Checking the number of manuscripts in each box.</p>
	<p>Looking at the damage of each letter and deciding what to do.</p>
	<p>There can be many letters in each folder – some can be very badly damaged and others just dirty.</p>

CSORP Procedure

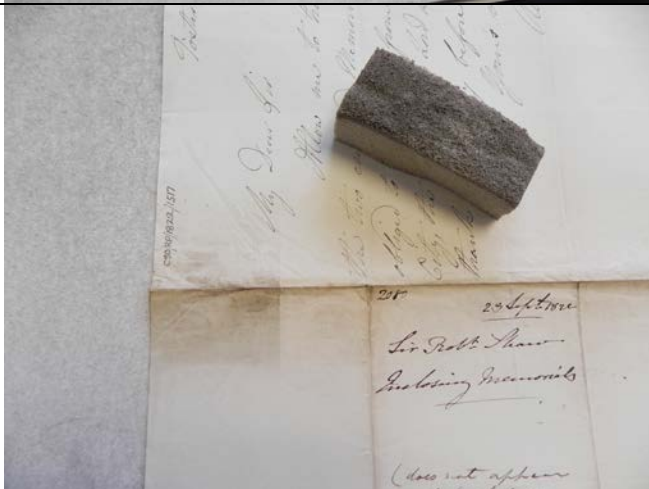
DRY-CLEANING



Dry cleaning, removing the dirt from each page.



Tools used for dry cleaning; eraser, smoke sponge and brushes for dusting.



A partially cleaned letter.

CSORP Procedure

Flattening



To help remove the creases and folds, the letters are lightly sprayed with water.



The damp letters are placed between blotting paper.



The letters inside the blotting paper are then put in a nipping press.

CSORP Procedure

Repair	
	<p>The pages are repaired one by one with wheat starch paste and tarantula wet strength spider tissue.</p>
	<p>The strips of very thin tissue are glued in with paste.</p>
	<p>The repaired documents are put back between blotters to dry.</p>

CSORP Procedure

Tidy up



Once the repair tissue has dried in place, any unnecessary tissue is trimmed away.



The flattened and repaired letters are refolded to their original format.



All the letters are put back in the correct order in their archival folders and boxes.