

Paste

Items in your Archival Heritage Scrapbook should only be attached by using an archival paste, which is free of additives of all kinds.

Glue Sticks (acid-free paste in tubes)

They have minimum moisture content and leave wrinkle-free pages. Most stationery stores sell these.

Homemade Archival Paste

To make your own archival paste, purchase a box of rice flour from your grocer, place a teaspoon of rice flour in some water in the corner of a small saucepan and place over heat until cooked. This is a time-honoured acid-free paste. It can be kept in the refrigerator for a few days.

Homemade paste contains a fair amount of moisture which will cause some wrinkling of scrapbook pages before it dries.

Avoid Disappointment

In an Archival Heritage Scrapbook never use ordinary pastes or glues generally available as many of them contain acids that will make "burn" marks in a few years. Never, never use rubber cement. It will "burn" everything it touches. Never use any kind of acidic pressure sensitive materials, such as clear tape as the gum will "burn" what it is attached to and will come loose when the gum perishes.

How To Paste

THE FIRST RULE. PASTE THINGS ONLY TO ONE SIDE OF A SCRAPBOOK PAGE. Most of the things pasted into scrapbooks are acidic. If they face each other they will attack each other with the acids within them. By using only one side of the page, the clipping or item is "sandwiched" between 2 sheets of acid-free paper. When pasting, lay down a sheet of waxed paper or some other kind of dispensable surface to paste against. This is necessary so that excess paste marks can be tossed out frequently while you work. Paste only on the edges of the reverse side of clippings, etc. and perhaps a dab in the middle.

If you want to be able to see both sides of something, apply paste to a narrow band on the left reverse edge so that it will lift like a page does (the right hand edge free for lifting).

If you wish to include something 4 or 5 single pages long, begin by pasting the last sheet first, set close up against the right hand side of the scrapbook page. Apply paste to one edge of the second last sheet so that it overlaps (towards the left) most of the underlying one and can be lifted up to see the other beneath. Paste the subsequent pages slightly to the left of the one beneath in succession so that sheet No. 1 is at the top. The pages can be arranged diagonally up or diagonally down to create variety.

How to Arrange Things on a Scrapbook Page

The Archival Heritage Scrapbook can be taken apart so that many pages can be laid out in order before pasting commences. In this way, one can arrange the items on the pages as carefully as one arranges furniture in a room. The appearance of the pages can be enhanced by some forethought. A scrapbook can become a work of art.

Newspaper clippings in most cases must be sliced up so that there are no pieces dangling free or hanging over the edge of the scrapbook page. In time, every unpasted dangling tail will rip off and become lost.

When slicing newspaper clippings, use a soft lead pencil and number the separate pieces before they are pasted down, in case the page is bumped and the pieces fly onto the floor. The pencil marks can be erased after the paste dries.

How to Reassemble the Book

- 1) lay down the back cover with tape band (to the outside of the finished book) and place the two posts standing up through the holes,
- 2) add a layer of 10 pages over the back cover,
- 3) add one spacer, with the holes (which are off-centre) towards the outside edge,
- 4) add a layer of 10 pages,
- 5) add one spacer, etc. until all the pages and spacers are stacked onto the posts,
- 6) lay the title page on the top,
- 7) lay the top cover on last with the taped side to the outside of the book,
- 8) tighten the screws onto the posts with your fingers, not tightly,
- 9) tamp the book on the 4 sides so that the pages are neatly aligned to each other and to the covers and
- 10) set the book down carefully and tighten the screws by using a 25¢ piece or a screwdriver because loose screw heads will snag onto all kinds of things.

DOCUMENT and STORAGE BOXES come in different sizes. Some stand up and others lie down. In order to best accommodate the materials you have, the owner of an Archival Heritage Scrapbook should first obtain the current supply catalogue and order the sizes of boxes and folders most suitable.

For your Archival Quality Materials Catalogue (free) contact:

University Products of Canada

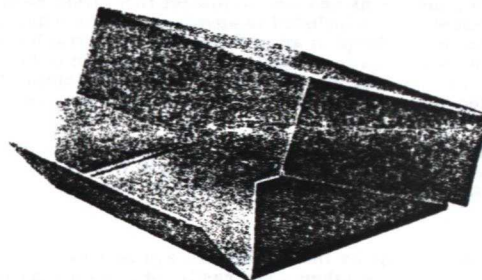
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Order No. 733-1153 drop front storage box 11 1/2 x 15 x 3".
(This box will contain and protect up to three scrapbooks).

BFB Sales Ltd. \$ 11.50 + .81 + .92 = \$ 13.23

Final Destiny of Your Archival Heritage Scrapbook

There comes a time in many instances when a business, industry, school, house, etc. is closed forever and the question arises about "what to do with the scrapbooks".

The best place, perhaps, is a publicly-supported archives not too far from where the scrapbooks were made. Here they will receive care and be nearest the people who will most want to see them, from time to time, during regular hours.

Also, if scrapbooks become a storage problem in the workplace or school, etc. they can be placed in a local archives for protection. If you want to borrow them for "reunions" this can be arranged at the time the archives agrees to keep them for you.

Note Well

1. Scrapbooks with acid-free pages in them should last for 3 or 4 centuries under good storage conditions.
2. Scrapbooks with pages made of paper containing acidic components are in a state of continuous self-destruction. In other words, the higher the acidic content, the shorter the life expectancy of the paper.
3. Paper which yellows or darkens in time, especially when exposed to light, does so because of chemical reactions taking place slowly within the paper.
4. Acidic paper is inexpensive and looks good when new.
5. Acid-free paper is an investment. It always feels and looks good.
6. Make conservation and preservation a habit.
7. Scrapbooks with acid-free pages do NOT require a protective covering of any kind either in front of each page or attached to the surface of each page. These can be harmful to the things you wish to preserve.

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