

Pergamino y Papel:

Report of the
Vilassar de Dalt Archives

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June 12 – July 15, 2004

OVERVIEW

The Archives at Vilassar de Dalt are a private collection of parchment and paper documents maintained by the Marqués de Santa Maria de Barbará y de la Manresana. The archives are housed in one room in El Castillo, Vilassar de Dalt (formerly San Genis de Vilassar) located 26 kilometers northeast of Barcelona, Spain. The castle was designated a Spanish National Monument in 1931 but remains under the primary control of the current Marqués. There is evidence that the village of Vilassar was founded before 1000 A.D. The central tower of the castle was built in 1100 A.D. while the walls and additions were made over subsequent centuries, most notably in the 14th, 16th and 17th centuries. Restoration of the castle was begun by the current Marqués's father in 1955, and continues today.

The Castle holdings range from the 11th-19th centuries, and include the accumulated furnishings, tapestries, paintings, sculpture, and relatively intact archives of several families of the Spanish and Catalan aristocracy. The Marquessa, trained as a paintings conservator, is deeply involved in the restoration of all of these collections. She is currently engaged in starting a Catalan conservation consortium.

Of note in the archives are the paper samples dating from the earliest introduction of that paper into Spain in the 1200's. The manuscripts are written in Latin, Castilian, and Catalan. The collection is an important and unique resource for researchers. There are approximately 10,000 parchments, 2,000 bound volumes, and many paper manuscript bundles, boxed or bound with fiber cord. The documents are stored in specially made wood and glass cabinets and flat files.

The documents are currently being processed for handling; for example, folded parchments are humidified and flattened, enclosures are made for fragile wax or metal seals, and tied bundles of paper are rehousing in drop-spine boxes. These treatments have been performed by Conservation Studies students from the University of Texas at Austin for 5 week periods in the summers of 1999, 2000, 2001, 2002 and 2004. The project began in 1987, when the Conservation Program was at Columbia University. It is estimated that the rehousing project will be complete in 1 year, although the flattening and rehousing of parchment will require an additional year. Cataloguing of the collection is in process, conducted by Medieval Studies, Paleography, and Catalan history scholars from the University of Barcelona. The cataloguing scheme should be fine tuned to the priorities of the archives and a timeframe for completion should be negotiated. Finally, archival arrangement for the ease of navigating the collection while maintaining the document's provenance needs to be considered a future priority. While conservation students can rehouse and treat materials and map the progress of their efforts alongside cataloguers who describe and enumerate the collection, archival arrangement and a finding aid will be needed to assist researchers as well as those maintaining the collection.

The paper documents and parchments are in very good condition, apparently due to the excellent natural weather conditions and the castle environment, which have been conducive to relatively stable, or at least undamaging, temperature and relative humidity ranges. There is some pest damage, although no current pest problem is noted. Additionally, there is a significant amount of damage due to iron gall ink degradation, causing severe fragility in a number of the paper documents. Significant damage to the archival documents, particularly unbound paper materials, is from the lack of storage containers, resulting in damaged and stained perimeters, and from the bundle rope ties, which often tear and crease the documents. The majority of paper in the archive is

of high quality rag furnish. Very little paper dates from the 19th century, and there is, therefore, very little embrittlement as associated with recent paper-making processes.

The Marqués wishes to digitize the parchment documents to provide general access to the public while preserving the documents as well as to minimize intrusions into his home, where the archive is housed. He has consulted with the University of Barcelona regarding this project, but would like additional recommendations. The Marqués states that he receives several requests per month for access to the archive by researchers. As the archive is contained within his family home, he is not able to grant many of those requests. Future plans in cooperation with the University of Barcelona include the addition of a “pavilion” on the castle grounds that would function as a reading room for researchers of the archives materials. Paired with online digitized images, this will substantially increase access to this collection.

In order to facilitate continuity and comprehensive understanding of this ongoing project, this report will follow the general format as presented by the last student conservators to submit a report (Jamison & Trujillo, 2002). It is strongly suggested that prior reports be reviewed alongside this year’s to gain a full appreciation of the extent of the archival holdings, the history and management of the project, and the range of conservation treatments performed by the student teams.

SUMMARY

From June 12 through July 15, 2004, two students from the Preservation and Conservation Program, School of Information, University of Texas at Austin continued the parchment and paper rehousing project. The students worked approximately 9 hours per day, 5 days per week. 130 parchments were flattened, 121 drop-spine boxes were created, and 75 paper bundles were rehoused. An assessment of the remaining work was undertaken. Vitrines 1, 2, 3, and 7 contain paper bundles that remain to be rehoused, requiring the production of approximately 125 drop-spine boxes. Two shelves of rolled documents require rehousing as well. Of 10,000 parchments, approximately 9,200 have been flattened and rehoused, leaving an estimated 800 yet to be treated. Another aspect of this year's work was to gather inventory information from previous reports and compile it electronically to map shelves containing bundles and parchment yet to be rehoused and treated; this will allow future teams can easily access and update the inventory to track their progress.

Materials

Parchment

Description

It has been previously estimated that there are 10,000 parchments total in the archives' holdings. These parchments and vellum range in date from the 11th to the 18th century, and are made from goat or sheep. The vellum most frequently is found in bound volumes, while the goat and sheep parchments are found folded within paper document bundles. The parchments are written with iron gall inks of various compositions, ranging from black-brown to red or yellow-brown. Most of the manuscripts begin with a decorated capital, and are signed with various scribe's markings. Although previous students have found numerous wax, starch, or metal seals attached by ribbon to the parchments, this year's efforts has yielded only a few such seals. In one case, a parchment with the signature "Phillipe Rei" appeared to have once had a seal attached. Consultation with the Marquessa revealed that there is a separate storage of removed seals, and it is possible that a royal seal may be reunited with the document, although questions of authentication remain to be resolved. The documents are predominantly written in Latin, with notes on the exterior written in Latin, Castilian, or Catalan. Some of the parchments are enclosed in paper folders on which notes regarding the parchment contents have been written. These paper folders appear to have been created during one of several prior cataloguing efforts. The paper is machine or mould made, and the notations are in a crisp iron-gall or black ink.

Condition

The parchment is in generally good condition, although many have losses due to insect damage or slight dirt accumulation. Although the castle has been monitored for pests, and there has not been a determination that there is a current pest problem, many insect carcasses were found in the folded documents. As many of the parchments have not been opened for several hundred years, these carcasses may be from past storage facilities. All of the folded parchments are deeply creased.

Flattened parchment bundles are housed in 20 point folders held between davey board with linen tape, and are stored in flat-file drawers and on top of the cabinets.

Paper

Description

Paper documents predominate in the archive. Before rehousing, these documents are stored in

bundles held together with fiber twine or cord. Each bundle of loose or folio paper is, on average, 20.5cm wide, and may include folded parchments and bound volumes as well. The documents date from the earliest examples of paper of the 12th century up to the present time, so there is a wealth of variety in type of furnish and in the characteristics of handmade and machine-made papers. The majority of documents were written with iron gall ink, and represent several languages, including Latin, Catalan, and Castilian. The bundles also include architectural drawings on a variety of papers, as well as on starched linen.

Condition

Many of the documents suffer from damaged edges, tears, and surface grime, all of which resulted from the improper storage and handling of the bundles, which have been tied with cord that often cuts into the unprotected bundle. A significant number of documents exhibit iron gall ink burn -- some to the point of fragmentation -- although most remain legible and intact.

Most rehoused paper bundles are stored in cloth-covered drop-spine boxes, in wood and glass cabinets, or in flat file drawers. Some bundles were left in their original metal boxes, wrapped in 20 pt lig-free board for protection.

Bound Volumes

Description

There are an estimated 2000 bound volumes in the archives. Most are bound in limp vellum, although there are several examples of leather bindings. The majority of the text blocks are of paper manuscript, although there are some examples of vellum leaves and early typesetting, as well as 20th century printed material.

Condition

The volumes are in generally good condition, intact with minimal mechanical damage. They are stored vertically or horizontally in wood and glass cabinets. Some volumes are housed in book shoes, phase boxes, or custom supports. Paper bundles remain which still include bound volumes.

METHODOLOGY

The following actions were completed during Summer 2004:

- Documentation, humidification and flattening of 130 parchments
- Creation of 121 cloth-covered drop-spine boxes
- Rehousing of 75 paper bundles
- Assessment of future collection needs
- Photodocumentation of flattening and rehousing processes
- Photodocumentation of documents, parchments, and bindings

Parchment

Documentation:

Continuing the procedure adopted in 2001, folded parchment documents were removed from paper bundles, to be flattened and rehousing. Each document was replaced in the bundle by a separation sheet labeled "Parchment Removed" and the bundle name and number, as well as the parchment name and number assigned at the time of removal. For example, the first parchment removed from a no-number paper bundle found in Vitrine 3, Shelf 4, Bundle #2 would be labeled V.3.S.4.2, p.1. Additionally, the label was written in pencil on verso, lower right of the parchment, as well as on a card that remained with the parchment. This information was recorded for use in the descriptive database, which also collects information about the parchment's physical description and condition.

Each parchment was examined according to a series of questions, including size pre-and post-flattening, fabrication marks, tears and losses, and other identifying characteristics (see Appendix 6). This data is kept in the handwritten original format, to be entered into a database maintained by Karen Pavelka.

After flattening, all parchments removed from a bundle were placed together into a 20pt folder, which was labeled with the contents information. Folders were placed between davey board and tied with linen tape, and each davey board bundle was labeled with the folder name and number. This information was recorded in the Vitrine Inventory.

Flattening:

Documents were humidified in a Gore-tex pack in the following manner: a table was covered with plastic sheeting, which was in turn covered with Tyvek sheeting. The parchment was placed on the Tyvek, and covered with Gore-Tex. Damp blotter strips were placed along the folds of the parchment, on top of the Gore-Tex, and the entire pack was covered with plastic sheeting or Mylar to encourage humidity. Care was taken to ensure that no condensation ensued. As the parchment relaxed under humid conditions, it was opened, and the damp blotter strips were moved to correspond to the fold lines. When the parchment became flexible enough to allow complete flattening, the document was removed from the pack and placed between felts and under boards to dry overnight.

Due to limited table space, it was most efficient to alternate box-making with parchment flattening operations. Batching parchments by size and pre-humidification flexibility also seemed to speed the process, as the smallest and most flexible parchments took the least amount of time to flatten. Humidification times ranged from 15 to 45 minutes.

Housing

Parchments were housed in 20pt lig-free folders made using 2 full sheets hinged with linen cloth. Each folder contained parchments from one paper bundle, with 10-15 parchments per folder. Folders were sandwiched between davey board tied with linen tape, with 2-3 folders per davey board bundle. As we ran out of linen tape, 1" strips of linen cloth were cut to use as ties. Davey board bundles were placed at the top of the flat-file cabinets in the archive. Eight davey board bundles were created, with an average of 3 folders per bundle, rehousing 130 parchments.

Some parchments had attached seals. These parchments were placed in 10pt folders, which were made by folding one sheet of 10pt in half. These seals were housed in 10pt 4-flap enclosures, which were attached by PVAc to the individual folders. This package was placed within the 20 pt. bundle folder.

Paper Bundles

Documentation

Before removing paper bundles from the vitrines, their location was noted and a bundle number was assigned. This number was either the number found on a tag previously attached with cord, or, if no tag was present, by assigning a number consisting of vitrine number(V), shelf number(S), and shelf position(.x). A bundle removed from vitrine 3, shelf 2, position 3 would be labeled V3.S2.3. This label was written on a 10 pt tag to be placed in each drop spine box, as well as on the wrapper within each box. It was also recorded in the Vitrine Inventory, along with its location when replaced on the shelf after rehousing. For example, if bundle V.3.S.2.3 was divided into 2 boxes, the designation 1/2 and 2/2 were added to the box tag. If the bundle was then placed on the far left of shelf 2, its location number was defined as Vitrine 3, Shelf 2, Stack 1, and this information was added to the inventory database.

If parchment was found in the bundle, a separation sheet was placed in the bundle at the point at which it was removed. A white, 80lb tag was added to the box to indicate the presence of any remaining parchment. The number of parchments removed and remaining in each box was recorded in the inventory.

Housing

Bundles were removed from shelves, labeled, and untied. The paper and parchment contents of each volume were placed in 80lb Permalife wrappers, and then placed in cloth-covered drop-spine boxes. If a parchment was too large in its folded state to be left in the box, a separation sheet was created and the parchment was removed for priority flattening and rehousing. A tag was created for the box to identify the location for future parchment removal. Paper bundles took up, on average, 20.5 cm of shelving, and were often divided into 2 or 3 boxes, indicated in their bundle number and labeled on the box tag. Any tags attached to the bundle by cord were left with the bundle, in the box.

Boxes were reshelfed as near as possible to the original bundle position. The lower 4 shelves of the upper part of the vitrine allowed for 5 stacks of 4 boxes, while the top shelf allowed for stacks of 5 boxes. Not all shelves were taken up completely by boxes, however, as they were interspersed with bound volumes. Bound volumes found within the paper bundles were stored on the shelf near to the box housing the original bundle, or, if there was room, on the top of the box stack. The 2 shelves in the lower part of the vitrine allowed for the storage of a maximum of 48 boxes, in 2 rows

of 4 boxes per stack. A total number of 75 bundles were rehoused, in 121 drop-spine boxes.

Some bundles were stored between tied cover boards, and then bound with cord. These boards were removed, labeled and wrapped, and stored on top of the box stack corresponding to the bundle from which they were taken. Additionally, any oversized paper was removed, wrapped, labeled and placed at the top of the box stack.

The drop spine boxes were manufactured according to specifications determined in 2002. It was most efficient to make the boxes in stages, first cutting all the parts; assembling all the trays in groups of 20-30; covering the trays with linen; making case covers; assembling the boxes; and lining the trays and spine with 10pt board and linen cloth. The floor area, lined with davey board, of another first floor room was used as a drying room. There were not enough lead weights to use for each tray, so a group of encyclopedias were employed as weights. Pre-cut daveyboard tray liners were used between the tray and the weights. An average of 24 boxes per week were made, for a total of 121 boxes. One gallon of PVAc, diluted with Methylcellulose by 50%, was used for every 50 boxes.

Cutting the box parts proved to be the most time-consuming aspect of box making. The board shear is not square: it appears to be off by 2mm. An intimate familiarity with the quirks of the shear is required in order to cut accurately. The most effective way to cut board was to create a davey board template of each box piece. The template was used to open the measuring guide to the correct size. A full sheet of davey board was cut off at one edge and then placed against the bottom edge of board shear table and against the measuring guide, finding a compromise between squaring against each. Sheets were cut to one measurement (height) of the template, and then the measuring guide was set to the other measurement (width), and those sheets were cut to size. Because of the difficulty in returning to the same measurement, boards were cut for 60 boxes at a time.

Additionally, the board shear blade must be periodically tightened with a screwdriver, otherwise rust is transferred to the cutting surface and to the material being cut. It is also helpful to cover the measuring guide rod closest to the front of the shear to protect material from oil.

ASSESSMENT

The conservation team was asked to provide an estimate as to time remaining for the parchment and paper bundle projects, as well as other work that needs to be done. Past and current Vitrine Inventory sheets were consulted and compared with a visual inspection of the archive. Parchment counts are based on the Archival Inventories from this year's report and the 2002 report. Each vitrine's assessment is contained in Appendix 4: Vitrine Inventory and is summarized below:

Vitrine 1: The shelves below the Vitrine contain half-folio sized bundles that can be housed in approximately 15 normal drop spine boxes. These are not likely to contain parchments.

Vitrine 2: The shelves below the Vitrine contain half-folio sized bundles that can be housed in approximately 10 normal drop spine boxes. These are not likely to contain parchments.

Vitrine 3: Six bundles remain on Shelves 1 and 2 to be housed and will require approximately 10 boxes. 48 bundles remain below the vitrine which require 60 boxes, some of which may need to deviate from the normal drop spine box size. These bundles likely contain a great deal of parchment that needs to be flattened. Four boxes contain parchments (approximately 43) which need to be humidified and flattened.

Vitrine 4: Rehousing of bundles in Vitrine 4 is complete. Twelve boxes total contain parchments (approximately 127) to be humidified and flattened.

Vitrine 5: Rehousing of bundles in Vitrine 5 is complete except for one oversized bundle on Shelf 1 which will require 2 drop spine boxes. Three boxes remain which contain parchment (approximately 44) to be humidified and flattened. Boxes below the vitrine should be rearranged to maximize storage space.

Vitrine 6: Rehousing of bundles in Vitrine 6 is complete. Four boxes remain containing parchments (approximately 17) to be humidified and flattened. Consultation with Ramon is necessary to determine if the contents below the Vitrine are archives materials.

Vitrine 7: Rehousing of bundles on Shelves 1-5 of Vitrine 7 is complete. Four boxes remain on these shelves with parchments (54) to be humidified and flattened. Below Vitrine 7 are approximately 10 bundles that need to be rehoused into approximately 12 drop spine boxes. Additionally, consultation with Ramon will determine if all contents below Vitrine 7 are archives materials.

Vitrine 8: The lining of the metal boxes in the shelves above Vitrine 8 is complete. Ten metal boxes contain parchments (approximately 140) to be humidified and flattened, as do two oversized boxes on Shelf 1. Below Vitrine 8 remain bundles to be rehoused in approximately 22 drop spine boxes; many of these bundles are likely oversized and contain parchment.

Vitrine 9: The lining of the metal boxes in the shelves above Vitrine 9 is complete. Eighteen boxes remain that contain parchments (approximately 230) to be humidified and flattened. The lower part of Vitrine 9 contains 2 shelves of rolled documents, including paper, vellum, starched and unstarched linen, and other textiles. These documents should be rehoused, and it is estimated that this could be accomplished during the same summer as the completion of the boxes.

Approximately 24 of the drop spine boxes and 28 of the metal boxes still contain folded parchments that require humidification and flattening. While there are 658 known parchments remaining to be flattened in the bundles which have been rehoused in the drop spine boxes, it is difficult to estimate the total number of parchments remaining, as some unboxed bundles may contain 20 or more parchments, while other boxes may only contain 1 or 2. Of the 10,000 estimated parchments in the archive, we estimate that 9,200 have been flattened and rehoused, leaving approximately 800 untreated. At a rate of 15 parchments per day, under current conservation lab conditions and alongside the expected rate of drop spine box making, it will take longer to complete this project than necessary. Below we recommend an alternative plan.

Approximately 125 drop spine boxes will be needed to house bundles in Vitrine 1, 2, 3, and 7. Many of these bundles contain documents that will be too big for the drop spine boxes produced in 2002 and 2004 and will require re-configuration of the production and storage of oversized drop spine boxes.

It is recommended that next year's team concentrate on the completion of the drop spine boxes. Some of these boxes will be of differing measurement sets and will require more time per box than usual. Parchments should be flattened according to priority: first, parchment found in bundles that are oversized or prevent an otherwise normal sized bundle from fitting into a normal sized drop spine box should be removed, humidified and flattened, and rehoused. Secondly, treat parchments from the drop spine boxes and metal boxes. This team will need to address the lack of storage space for flattened parchments. Possibly, another drawer of flat files will need to be purchased. This team might also address the need for book cradles and other supports needed to support materials during research use.

For the following year, it is very ambitious to hope two students will be able to flatten approximately 700-800 parchments remaining over five weeks. This would translate into the documentation, humidification, flattening, and storage of 32 parchments per day. This team will need an additional table, 4 more sheets of Gore-tex, Mylar, Tyvek, and five more wool felts. The humidified and flattened parchments resulting from that year's work will certainly require at least one more flat file cabinet. Additionally, this team might address the housing needs of the oversized rolled materials under Vitrine 9.

RECOMMEDATIONS

- It is strongly recommended that future students read all documentation prior to departing the US in preparation for their work in the archives, ensuring continuity and diminishing lag time in getting started. Students scheduled to work in the archive need to be supplied with an electronic version of the previous year's report in order to access and update previous spreadsheets and inventories with expediency.
- The supply list, in particular, should be reviewed prior to departure, and new supplies ordered from the Barcelona distributor of Conservation Limited (Arte & Memoria – see Appendix 2). In particular, one ream of Permalife needs to be ordered, as well as Gore-tex, wool felts, Tyvek, and Mylar.
- One more large table in the conservation lab area, and 5 more large wool felts, would greatly increase the number of parchments that can be flattened at one time.
- The acquisition of a piece of Plexiglass, cut to the dimensions of the hole in the countertop, would increase the working area in the lab, as well as allow the use of the Plexiglass as a light table.
- The University of Texas School of Information Preservation program would be an excellent resource for consultation regarding digitization of the archive holdings. Digitization is an expressed goal of the Marqués which would increase access to the documents while protecting the original materials and minimizing intrusion into the family home in which the archive is housed.
- It is essential that an adequate cataloguing scheme be developed as soon as all of the documents have been rehoused. A finding aid detailing the archival arrangement will be of utmost usefulness in increasing feasibility of access to the documents for research purposes. The University of Texas School of Information Archives program could be consulted regarding this process, although thorough knowledge of the languages and culture in which the documents were written is required of the cataloguing or bibliographic professional who will do the work.
- It is strongly suggested that a policy be established to regulate the removal and replacement of documents from the archive. This will help to ensure that documents continue to be stored as listed in the inventory, particularly since the Vitrine Inventory is the only current comprehensive means of locating items.
- During the summer of 2002, Elizabeth Carr, a conservator in private practice in Barcelona, introduced the UT Conservation Team to a variety of local conservation resources, including the National Archives of Catalunya, the Barcelona Conservation Training Program, and the Servei de Restauració de Béns Mobles (SRBM). It is recommended that the relationship between these individuals and institutions and the archive be strengthened in order to facilitate progress in the various conservation projects undertaken in Vilassar de Dalt. The possibility of collaboration between the University of Texas School of Information and these programs should be explored.
- Cradles and other supports should be manufactured for the safe handling of loose leaves and bound documents during use by researchers.

PHOTODOCUMENTATION

Digital photographs were taken to document both the box-making and the humidification/flattening processes. Photographs were also taken of various aspects of interest in the parchment, paper, and bound volumes, such as fabrication marks, capital and scribes marks, iron gall ink manuscript, stamped and 3-dimensional seals and ribbons, watermarks, paper fiber, chain lines, sewing structures, and leather tooling. Additionally, photographs were taken of the archive itself, the flat files and vitrines, and the surrounding environment. It is hoped that these photographs will provide a depth of appreciation for this ongoing project. The Marqués and Marquéssa have given verbal permission to post these images on the student websites for educational purposes.

ACKNOWLEDGEMENTS

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Karen Pavelka

Chela Metzger

Elizabeth Carr, Conservator, Barcelona

The librarians at the Vilassar de Dalt public library and all internet cafes everywhere

APPENDICES

1. Contact Information
2. Supply Inventory
3. Archive Inventory
4. Vitrine Inventory
5. Parchment Treated
6. Parchment Documentation Form
7. Vitrine Layout
8. Drop Spine Box Sizes

APPENDIX 1: CONTACT INFORMATION

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Barcelona Conservation Program

www.xtec.es/escrbcc/comiarribar.htm

Suppliers in Spain: (from Elizabeth Carr):

Arte Y Memoria (Conservation by Design distributors)

Barcelona

www.arteymemoria.com
commercial@arteymemoria.com

tel 93 875 11 61
fax 93 876 81 42

Productos de Conservacion, Madrid

www.productosdeconservacion.com
tel 91 420 21 67

APPENDIX 2: SUPPLY INVENTORY

Supplies	June 2004 (* = 2002 team recommended purchasing additional)	July 2004	need to purchase for next year
10 pt lig-free	450	400	
20 pt lig-free	200	250	
40 pt lig-free	0	0	
60 pt lig-free (blue)	200	200	
Permalife	32	0	ream of 100 32 x 40 sheets
Permalife off-cuts	0	25 (none useful for box lining)	
Blotter	50	50	
Blotter off-cuts	0	5	
Remay (med. quality)	15-18 yards	15-18 yards	
GORE-TEX	* 3 sheets	3 sheets	2 sheets
GORE-TEX strips	4	4	
Blue plastic (poor quality)	6 feet	6 feet	
Mylar	1 large piece	1 large piece	
Tyvek	4 medium	4 medium	
Wool felts / Hollytex sets (crimper-sized)	* 5 pieces	5 pieces	5 pieces
Wool felts / Hollytex sets (small)	4 pieces	4 pieces	
Davey board var. thickness	approx 700	approx 560	
Davey board internal press boards (full box)	1 stack (~ 6 inches)	1 stack (~ 6 inches)	
Davey board internal press boards (individual trays)	5 stacks (~12 in each)	5 stacks (~12 in each)	
Cutting Mat	2	1	1
Cutting Mat (small)	1	1	
Linen backed w/ paper	7 rolls	5.5 rolls	
Airplane linen	3/4 roll	3/4 roll	
Plastic drop cloth	0	0	
Cloth wrapped lead weights	4 large 12 small	4 large 12 small	
Brushes (large)	4	4	
Brushes (medium)	0	0	
Brushes (small)	0	0	
Table brush	0	0	
Dry cleaning brush	1	1	
Foam roller handles (4")	0	0	
Foam sponges (4")	0	0	
Foam roller handles (3")	2	2	
Foam sponges (3")	0*	0	4
Foam roller handles (thick 3")	0	0	
Foam sponges (thick 3")	0	0	
Foam roller handles (2")	0	0	
Foam sponges (2")	0	0	
Foam roller handles (1")	0	0	
Foam sponges (1")	0	0	
Plastic roller screen	0	0	
Plastic containers for PVAc	3	0	
Bone folders	3	4	
Scissors	1	3	
Scalpel handle (#3)	0	0	

Scalpel handle (#4)	0	0	
Scalpel handle (#6)	0	0	
Scalpel blades #25	130	130	
Scalpel blades #10	150	150	
Scalpel blades #11	40	40	
Olfa blades	20	25	
Olfa handles	*	3	
	0		
Tweezers	0	0	
Plastic triangle	1	1	
Metal triangle	1	1	
Punches	2	2	
Rivets	2 boxes	2	
Linen tying tape	*	0	1 roll
	0		
Double sided tape	*	0	
	0		
Razor bench scraper	1	1	
Metal straight edge	2	2	
Ruler (plastic, metric)	2	2	
Ruler (metal, metric/inches)	1 whole, 1 in half	1 whole, 1 half	
Paper measuring tapes (metric)	1	1	
Magic Rub erasers	1	1	
Crepe erasers	7	6	
Needles	8	10	
Steel wire	1 roll	1 roll	
pH strips (4.0 – 5.7)	2 boxes	2 boxes	
Blue wool cards	5	5	
Sticky insect traps	6	6	
Latex gloves	0	0	
Linen twine	0	0	1 roll
Green duct tape	0	0	
Small aluminum tray	1	1	
Plastic paint tray	1	0	
Sm. plastic baggies	~10	~10	
Sandpaper (220 grit)	2 sheets	4 sheets	
Lithography stone	2	2	
Pressboards (37.5x35x5 cm – triple laminate)	10	10	
Pressboards (80x45x1.5 – single boards)	2	2	
Methyl cellulose	2.5 lbs.	2 lbs	
Wheat Starch Paste	approx. 3 lbs	approximately 3 lbs	
PVAc	5 gallons	2.5 gallons	
Beaker 100 mL	2	2	
Beaker 500 mL	2	1	
Beaker 1L	1	1	
96% alcohol (EtOH)	80 ml	60 ml	
Board shear	1	1	
Counter top corner rounder	1	1	
Electric gluing machine	still here	still here	
Standing press (large)	1	1	
Standing press (small)	1	1	
Board creaser	1	1	
Sewing frame (large)	1	1	
Aspirating psychrometer	0	0	
Hygrothermograph	0	0	
Digital environmental monitor	0	0	

Needed for future projects:

First Aid Kit

ream of 100 permalife sheets (at least 32" x 40")
1 roll of linen tape
1 roll of twine
More Felts
More Gortex
long cutting mat (for linen)
3 sponges for foam rollers

Wool Felt Source in Barcelona:

Servicio Estacion

Carrer de Arago

(between Passeig de Gracia and Ramblas Catalunya, off the Placa de Catalunya)

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APPENDIX 3: ARCHIVE INVENTORY

Please consult the 2002 report for the Archive Inventories of Vitrines 5, 6, 7, 8, and 9.

	= boxes containing parchments to be treated		= unboxed bundle (needs box)
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Vitrine 4

Box	Location	Estimated # of Parchment	Estimated # to be treated	Notes
B573 1/3 B573 2/3 B573 3/3	V4.Sb.st2front V4,Sb.st2back V4,Sb st2back			
B637 1/3 B637 2/3 B637 3/3	V4.Sb st2front V4.Sb st2front V4.Sb st4front			
B689 1/2 B689 2/2	V4.Sb st2back V4.Sb st2back	4	0	treated and separately housed
V4.Sa.2 1/2 V4.Sa.2 2/2	V4.Sb st3front V4.Sb st4front			
V4.Sa.5 1/2 V4.Sa.4 2/2	V4.Sb st3front V4.Sb st3front			
V4.Sb.5 1/4 V4.Sb.5 2/4 V4.Sb.5 3/4 V4.Sb.5 4/4	V4.Sb st3back V4.Sb st3back V4.Sb st3back V4.Sb st3back			
B581 1/2 B581 2/2	V4.Sb st4front V4.Sb st4front			
V4.Sa.1 1/4 V4.Sa.1 2/4 V4.Sa.1 3/4 V4.Sa.1 4/4	V4.Sb st4back V4.Sb st4back V4.Sb st4back V4.Sb st4back			
V4.Sa.3 4/4 V4.Sa.3 3/4 V4.Sa.3 2/4 V4.Sa.3 1/4	V4.Sb st1 V4.Sa st1 V4.Sa st1 V4.Sa.st1	6 2	0 0	6 treated and separately housed 2 treated and separately housed
B846 1/3 B846 2/3 B846 3/3	V4.Sa st2 front V4.Sa st2 front V4.Sa st2 front			
V4.Sb.2 1/3 V4.Sb.2 2/3 V4.Sb.2 3/3	V4.Sa st2 back V4.Sa st2 back V4.Sa st2 back	24	24	
V4.Sb.3 1/3 V4.Sb.3 2/3 V4.Sb.3 3/3	V4.Sa st3 front V4.Sa st3 front V4.Sa st3 front			
V4.Sa.7 1/2 V4.Sa.7 2/2	V4.Sa st3 back V4.Sa st3 back			
273	V4.Sa st3 back			

B199 4/7	V4.Sa st4 front			
B199 5/7	V4.Sa st4 front			
B199 6/7	V4.Sa st4 front			
B199 1/7	V4.Sa st4 back			
B199 2/7	V4.Sa st4 back			
B199 3/7	V4.Sa st4 back			
B199 7/7	V4.Sb st4 front			
V4.Sb.7 1/4	V4.S2.st1			
V4.Sb.7 2/4	V4.S2.st1			
V4.Sb.7 3/4	V4.S2.st1			
V4.Sb.7 4/4	V4.S1.st3			
V4.Sa.6 1/3	V4.S1.st3			
V4.Sa.6 2/3	V4.S1.st3			
V4.Sa.6 3/3	V4.S1.st3			
V4.Sb.4 1/2	V4.Sb.st1			
V4.Sb.4 2/2	V4.Sb.st1			
V4.Sa.8 1/3	V4.S1.st1			
V4.Sa.8 2/3	V4.S1.st1			
V4.Sa.8 3/3	V4.S1.st1			
V4.S1. 1 1/4	V4.S1.st2			
V4.S1. 1 2/4	V4.S1.st2			
V4.S1. 1 3/4	V4.S1.st1			
V4.S1.1 4/4	V4.S1.st3			
V4.S1.2 1/2	V4.S1.st2			
V4.S1.2 2/2	V4.S1.st2	3	3	
696	V4.S2.st4			
697	V4.S2.st4			
698	V4.S2.st4			
V4.S1,3	V4.S2.st2			
V4.S2.1 1/2	V4.S2.st5	21	19	2 treated and rehoused
V4.S2.1 2/2	V4.S2.st5			
B609	V4.S2.st5			
V4.S2.2 1/2	V4.S2.st4	3	1	2 treated and rehoused
V4.S2.2 2.2 – ROOM	2	2	2	
V4.S2.5 1/2	V4.S2.st2	27	20	7 treated and rehoused
V4.S2.5 2/2	V4.S2.st2	1	1	
V4.S2.3	V4.S2.st2			
V4 S3.4	V4.S2.st3			
V4 S3.5	V4.S2.st3			
V4.S3.1 1/3	V4.S2.st3	3	3	
V4.S3.1 2/3	V4.S2.st3	14	14	
V4.S3.1 3/3	V4.S2.st3			
V4.S2.4	V4.Sb.st1	16	16	
V4.S2.6	V4.s5.st3			
V4.S3.2 1/4	V4.s5.st3	5	4	1 treated and rehoused
V4.S3.2 2/4				
V4.S3.2 3/4	V4.s5.st3	17	17	
(V4.s5.st3			
V4.S3.2 4/4	V4.s5.st3			
V4.S3.3 1/2	V4.S2.st5			
V4.S3.3 2/2	V4.S2.st6			
317	V4.S2.st5			

V4.S4.2 1/3	V4.S5.st2			
V4.S4.2 2/3	V4.S5.st2			
V4.S4.2 3/3	V4.S5.st2			
V4.S4.1 1/2	V4.S5.st3			
V4.S4.1 2/2	V4.S5.st2			




Vitrine 3

607	V3.S5.st1			
640 1/3	V3.S5.st1			
640 2/3	V3.S5.st1			
640 3/3	V3.S5.st1	1	1	
578 1/3	V3.S5.st1			
578 2/3	V3.S5.st2			
578 3/3	V3.S5.st2			
577	V3.S5.st2			
576	V3.S5.st2			
575	V3.S5.st2			
574	V3.S5.st2			
V3.S4.1 1/2	V3.S4.st1			
V3.S4.1 2/2	V3.S4.st1			
510				
740				
794	V3.S5.st2	2	2	
795	V3.S5.st2			
783	V3.S5.st2			
782	V3.S5.st2			
776 1/2				
776 2/2				
	V3.S5.st2			
792				
V3.S4.2 1/4	V3.S4.st2	4	4	
V3.S4.2 2/4	V3.S4.st2	5	1	4 treated and rehoused
V3.S4.2 3/4	V3.S4.st2			
V3.S4.2 3/4	V3.S4.st2	1	1	
V3.S4.3 1/5	V3.S5.st3			
V3.S4.3 2/5	V3.S5.st3			
V3.S4.3 3/5	V3.S5.st3			
V3.S4.3 4/5	V3.S5.st3			
V3.S4.3 5/5	V3.S5.st3			
888	V3.S4.st3	3		
V3.S4.4 1/3		5	3	2 treated and rehoused
V3.S4.4 2/3				
V3.S4.4 3/3				
	V3.S4.st3	19	18	1 treated and rehoused
	V3.S4.st3			
V4.Sb.1 1/2	V4.S5.st1			
V4.Sb.1 2/2	V4.S5.st1			
V4.Sb.8 1/2	V4.S5.st1			
V4.Sb.8 2/2	OVERSIZED – Needs box V4.S5.st1			

714	V3.S4.st1	12	10	2 treated and rehoused
333	V3.S4.st1			
V3.S4.5	V3.S3.st1			
V3.S3.1	V3.S3.st1	6	0	6 treated and rehoused
V3.S3.2	V3.S3.st1			
V3.S3.3	V3.S3.st1			
V3.S3.4	V3.S3.st1			
603 1/3	V3.S2.st1			
603 2/3	V3.S2.st1			
603 3/3	V3.S2.st1			
683 1/2	V3.S2.st2			
683 2/2	V3.S2.st2			
V3.S1.1	V3.S2.st2			
V3.S1.2	V3.S2.st2			
V3.S2.1 1/2	V3.S2.st2			
V3.S2.1 2/2	V3.S2.st2			
V3.S2.2	V3.S2.st2	3	3	

APPENDIX 4: VITRINE INVENTORY

Please consult Appendix 3: Archive Inventory of this report and the 2002 report for counts of boxed parchments remaind to be treated.

	= boxes that contain parchment		= unboxed bundles (needs box)		= materials that require consultation with Ramon
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Vitrine 1:

<i>Shelf 5</i> <i>(highest shelf)</i>	bound volumes
<i>Shelf 4</i>	bound volumes
<i>Shelf 3</i>	bound volumes
<i>Shelf 2</i>	bound volumes
<i>Shelf 1</i> <i>(lowest shelf)</i>	bound volumes

Below Vitrine 1:

<i>Shelf b</i>	<i>Half folio sized bundles – will require approximately 15 boxes</i>
<i>Shelf a</i>	bound volumes

FOR FUTURE PROJECT TEAMS:

The shelves below Vitrine 1 contain half-folio sized bundles that will require approximately 15 boxes to accommodate the documents. These half-folio sized documents can be placed into the normal sized drop spine boxes in two stacks. After the bundles have been rehoused, the boxes should be arranged in a front / back setup like the shelves below Vitrine 4 to maximize space. It is likely that the shelves below Vitrine 1 will have room for additional contents given this setup.

Vitrine 2:

<i>Shelf 5</i> <i>(highest shelf)</i>	bound volumes
<i>Shelf 4</i>	bound volumes
<i>Shelf 3</i>	bound volumes
<i>Shelf 2</i>	bound volumes
<i>Shelf 1</i> <i>(lowest shelf)</i>	bound volumes

Below Vitrine 2:

<i>Shelf b</i>	half folio sized bundles and bound volumes
<i>Shelf a</i>	half folio sized bundles and bound volumes

FOR FUTURE PROJECT TEAMS:

The shelves below Vitrine 1 contain half-folio sized bundles that will require approximately 10 boxes to accommodate the documents. These half-folio sized documents can be placed into the normal sized drop spine boxes in two stacks. After the bundles have been rehoused, the boxes should be arranged in a front / back setup like the shelves below Vitrine 4 to maximize space. It is likely that the shelves below Vitrine 2 will have room for additional contents given this setup.

Vitrine 3

Shelf 5 <i>highest shelf</i>	578 1/3	776 2/2 792	V3.S4.3 5/5	bound volumes	half folios boxed (4)
	607	782 776 1/2	V3.S4.3 4/5		
	640 1/3	794 795 783	V3.S4.3 3/5		
	640 2/3	578 2/3	V3.S4.3 2/5		
	640 3/3	578 3/3 577 576 575 574	V3.S4.3 1/5		
Shelf 4	714	V3.S4.2. 1/4	V3.S4.4 3/3	bound volumes	
	333	V3.S4.2. 2/4			
	V3.S4.1 2/2 510 740	V3.S4.2. 3/4	V3.S4.4 2/3		
	V3.S4.1 1/2	V3.S4.2. 4/4	888 V3.S4.4 1/3		
Shelf 3	V3.S3.4	bound volumes			
	V3.S3.2				
	V3.S3.3				
	V3.S3.1				
	V3.S4.5				
Shelf 2	603 1/3	683 1/2	Bundles need to be rehoused, but first assessed for drop spine box size needs		
		683 2/2 V3.S1.1 V3.S1.2			
	603 2/3	V3.S2.1 1/2			
	603 3/3	V3.S2.1 2/2 V3.S2.2 *p			
Shelf 1 <i>lowest shelf</i>	Bundles need to be rehoused, but first assessed for drop spine box size needs				

FOR FUTURE PROJECT TEAMS:

A few bundles remain to be boxed on shelves 1 and 2. Approximately 10 boxes will need to be crafted to accommodate these bundles, which may contain parchment. Four boxes noted in yellow in the above diagram contain parchments (approximately 43) that need to be flattened.

below Vitrine 3

Shelf B	<i>stack 1</i>	<i>stack 2</i>	<i>stack 3</i>	<i>stack 4</i>
	<i>Bundles need to be rehoused, but first assessed for drop spine box size needs. Contents from these shelves will likely overflow to shelves 1 and 2 above.</i>			
Shelf A <i>lowest shelf</i>	<i>Bundles need to be rehoused, but first assessed for drop spine box size needs Contents from these shelves will likely overflow to shelves 1 and 2 above.</i>			

FOR NEXT YEAR:

There are 46 bundles remaining under Vitrine 3. Most of these bundles will fit into the normal size drop spine box but some are just a bit too oversized. We currently cannot estimate how many parchments are contained in these bundles. Approximately 60 boxes will need to be made to accommodate these bundles, and as mentioned, oversized boxes will be needed. To maximize space under Vitrine 3, the boxes should be arranged in a front / back setup like Vitrine 4.

Vitrine 4

Shelf 5 <i>highest shelf</i>	bound volumes in front, small boxes with halved folios behind	OVERSIZED V4.Sb.8 2/2 Cover boards removed bound volumes	cover boards	V4.s4.1 1/2 V4.S3.2 4/4		
			V4.S4.2 1/3	V4.S3.2 3/4		
			V4.S4.2 2/3	V4.S3.2 2/4		
			V4.Sb.1 2/2 V4.Sb.8 1/2	V4.S4.2 3/3 V4.S3.2 1/4		
		V4.Sb.1 1/2	V4.S\$.1 2/2	V4.S2.6		
Shelf 4	bound volumes					
Shelf 3	small boxes – halved folios		bound volumes			
Shelf 2		V4.S1.3 covers	bound volumes	bound volume 698	bound volumes	V4.S3.3 2/2
	V4.Sb.7 1/4	V4.S1.3	V4.S3.1 2/3 *p	696 697 699	B317 V4.S3.3 1/2	
	V4.Sb.7 2/4	V4.S2.5 1/2 *p	V4.S3.1 3/3	V4.S2.2 1/2	V4.S2.1 1/2 *p	
	V4.Sb.7 3/4	V4.S2.3 V4.S2.5 2/2	V4.S3.5 V4.S3.4 V4.S3.1 1/3	V4.S2.2 2/2	609 V4.S2.1 2/2	
Shelf 1 <i>lowest shelf</i>	bound volume	oversize bundles	bound volumes	9 bound volumes		
	V4.Sa.8 3/3	V4.S1.2 2/2	V4.Sb.7 4/4 V4.S1.1 4/4			
	V4.Sa.8 2/3	V4.S1.1 1/4	V4.Sa.6 3/3			
	V4.Sa.8 1/3	V4.S1.2 1/2 *P	V4.Sa.6 2/3			
	V4.S1.1 3/4	V4.S1.1 2/4	V4.Sa.6 1/3			

Rehousing of bundles in Vitrine 4 is complete. Ten boxes noted in yellow in the above diagram contain parchments (approximately 127) that need to be humidified and flattened.

Below Vitrine 4

Shelf B	<i>stack 1</i>	<i>stack 2</i>		<i>stack 3</i>		<i>stack 4</i>	
	V4.Sa.3 4/4 V4.S2.4	<i>front:</i>	<i>back:</i>	<i>front:</i>	<i>back:</i>	<i>front:</i>	<i>back:</i>
		B573 1/3	B573 2/3	V4.Sa.2 1/2	V4.Sb.5 1/4	B637 3/3 B199 7/7 V4.Sa.2 2/2	V4.Sa.1 1/4
	V4.Sb.4 1/2	B637 1/3	B 573 3/3	V4.Sa.5 1/2	V4.Sb.5 2/4	B581 1/2	V4.Sa.1 2/4
	V4.Sb.4 2/2	B 637 2/3	B689 1/2 B689 2/2 * parchment	V4.Sa.5.2/2	V4.Sb.5 3/4 V4.Sb.5 4/4	B581 2/2	V4.Sa.1 3/4 V4.Sa.1 4/4
Shelf A <i>lowest shelf</i>	V4.Sa.3 1/4	<i>front:</i>	<i>back:</i>	<i>front:</i>	<i>back:</i>	<i>front:</i>	<i>back:</i>
	V4.Sa.3 2/4	B846 1/3	V4.Sb.2 1/3	V4.Sb.3 1/3	V4.Sa.7 1/2	B199 4/7	B199 1/7
	V4.Sa.3 3/4	B846 2/3	V4.Sb.2 2/3	V4.Sb.3 2/3	V4.Sa.7 2/2	B199 5/7	B199 2/7
		B846 3/3	V4.Sb.2 3/3	V4.Sb.3 3/3	B273	B199 6/7	B199 3/7

FOR FUTURE PROJECT TEAMS:

Rehousing of bundles below Vitrine 4 is complete. One bundle of oversized items has been relocated to shelf a below Vitrine 3 for future housing in an oversized both. Two boxes located below Vitrine 4 contain parchments that need to be flattened.

VITRINE 5

SHELF 5 <i>highest shelf</i>	Bound materials	C214 B484.1/2 <i>(standing)</i>	Bound materials	B674	328	309.2/6	
	C212.1/2			B673	292.1/3		
	C212.2/2			315.6/6			
	C204			B484.2/2	315.5/6	327	309.1/6
	C453.1/2			C421			
	C453.2/2			C412.1/2	315.4/6	330	340.2/2
				C412.2/2	315.3/6	334	340.1/2
SHELF 4	197	9 bound volumes	4 flap from 395	9 bound volumes	V5.S3.1 1/5 <i>(standing)</i>		
	377		395				
	357		407				
	389		429				
	390 1/2		430				
	390 2/2						
370							
371							
SHELF 3	17 bound volumes and loose materials	Binder with Parchment 2 bound volumes <i>(on side)</i>	4 limp vellums in wrappers	V5.S3.1 2/5	7 bound volumes		
				V5.S3.1 3/5			
				V5.S3.1 4/5			
				V5.S3.1 5/5			
SHELF 2	2 bound volumes	B739B72 7.1/2 B727.2/2 B728 B726 B725 B717 B718 B719 B720.1/2	B720.2/2 B502 <i>(standing)</i>	6 bound volumes	bundle 6 bound volumes (on side)	6 bound volumes, 1 in phase box (on side)	264
							242
							V5.S2.2
							243
							246
							375
							356 1/2
	356 2/2						
SHELF 1 <i>lowest shelf</i>	Oversized bundle	C148[?] 1/2	V5.S1.1 2/2	Oversized cover boards	4 volumes and 4 flap from V5.S1.7	V5.S1.7 1/4	
	"Castila de Vilassar" [No Number] B836						V5.S1.7 1/4
	B837	C148[?].2/ 2	V5.S1.2 1/3	C122 1/2		V5.S1.7 1/4	
	B834.1/2	B850.1/2	V5.S1.2 2/3	C122 2/2		V5.S1.7 1/4	
	B834.2/2	B850.2/2	V5.S1.2 3/3				
		V5.S1.1 1/2					

FOR FUTURE PROJECT TEAMS:

Rehousing of the materials in Vitrine 5 is complete except for one oversized bundle on shelf 1 (noted on the diagram above in red). Three boxes (noted in yellow) contain parchments (approximately 44) to be humidified and flattened.

Below Vitrine 5

Shelf B	8 oversized boxes from drawers C1 and C2	Cover boards	Cover boards, 4 lfap from V5.S2.1 3/3	V5.S1.8 1/4	Cover boards
		V5.S1.4 B281 V5.S1.6 1/2	V5.S2.1 1/3	V5.S1.8 1/4	
		V5.S1.6 2/2	V5.S2.1 2/3	V5.S1.8 1/4	V5.S1.8 4/4 V5.S1.9
		468	V5.S2.1 3/3		B 735 B925
Shelf A <i>lowest shelf</i>	99.B835 3/3 99B812 2/2	Archive materials?			
	99.C447 2/2 99.C136 3/3				
	99.B589 3/3 99.B571 2/2				
	99.B334 2/2				
	99.B334 1/2				

FOR FUTURE PROJECT TEAMS:

Rehousing of the materials in the shelves below Vitrine 5 is complete. None of these boxes are marked as containing parchments. Boxes on these shelves should be rearranged in the front / back setup like the shelves below Vitrine 4 to maximize storage space. The area shaded green in diagram above denotes an area of materials that will require consultation with Ramon to determine if these are archives materials.

VITRINE 6

SHELF 5 <i>highest shelf</i>	[Empty space]	86	266	414	[No Number]
		94	263	414	[No Number]
	94	94	263 283	B243 B896	[No Number]
	309.6/6	94	[No Number]	B635 B634	886 [No Number]
	309.5/6	94	193 207	B634	886
	309.3/6	94	86	266	886 71
SHELF 4	Bound materials				
SHELF 3	bound materials		309.4/6	V6.S3.1 V6.S3.2	B731, B734, B733 B732, 66 1/4
			345 1/2	B738	66 2/4
			345 2/2	B661 1/2	66 3/4
			255		
			63	B661 2/2	66 4/4
SHELF 2	B882	B851.1/4	252	502 1/2	67 3/4
	693	B851.2/4	262	502 2/2	67 4/4
	641	B851 3/4	259		
	194				
	86				
	695	B851.4/4, 510 1/2	V6.S2.1 1/2	67 1/4	157 1/3
			V6.S2.1 2/2		157 2/3
882 692 691 695	510 2/2 207	497 V6.S2.2	67 2/4	157 3/3	
SHELF 1 <i>lowest shelf</i>	150 parchments between boards	B507/508 1/3	X1-83, X1-82	V6.S1.4 V6.S1.5	Books associated with 418
	346 1/3	B507/508 2.3, 273		V6.S1.6 V6.S1.7	418 2/3
	346 2/3	190 1/2 190 2/2	V6.S1.1 1/2	V6.S1.8 V6.S1.9	418 3/3
	346 3/3				
	B660	127 C130	V6.S1.2, V6.S1.3	V6.S1.10 V6.S1.11	V6.S1.12 V6.S1.13
	148				

FOR FUTURE PROJECT TEAMS:

The rehousing of bundles in Vitrine six is complete. Remaining are four boxes containing parchments (approximately 17) that need to be flattened. Consult with Ramon about the contents under the Vitrine as to whether these are archives materials.

VITRINE 7

SHELF 5 <i>highest shelf</i>	675.1/2 (standing)	675.2/2	[No Number]2/4	B765.2/3	467.1/2	B540 B549
		566.1/2	[No Number]3/4	B765.3/3 B777 B778	467.2/2	B536
		566.2/2 684.1/3	[No Number]4/4	B785 B780 B864	466.1/3	B537 B564.1/4
		684.2/3	684.3/3 76.1/3	B395.1/2	466.2/3	B564.2/4
		[No Number]	76.2/3	B395.2/2	466.3/3	B564.3/4
		[No Number]	76.3/3	[No Number]1/4	B765.1/3 B465	B564.4/4
SHELF 4	Bound materials					
SHELF 3	99.B805.2/2 99.B812.1/2	99.B589.2/3	99.C136.1/2 99.C139.1/1	99.B386.1/1 99.B504.1/4	99.B387.1/1 99.B244.2/2	
	99.B571.1/2	99.B810.3/6	99.C138.2/2	99.B810.6/6 99.B705.1/3	99.B504.2/4	
	99.C221.1/1 99.B314.1/1 99.B245.1/1	99.B810.4/6	99.B588.1/1 99.B589.1/3	99.B810.5/6	99.B504.3/4	
	99.B504.4/4 99.B572.1/1	99.B810.1/6	99.C136.2/2 99.C138.1/2	99.B705.2/3	99.B705.3/3 99.B244.1/2	
SHELF 2	99.B810.2/6	99.C274.1/2	99.B657.2/2 99.C363.1/3	99.C363.2/3	99.B730.2/4	
	99.C133.2/2	99.C275.1/2	99.C363.3/3	99.B658.1/1 99.B657.1/2	99.B667.3/3 99.B730.1/4	
	99.C133.1/2	99.C446.1/1	99.B606.1/2	99.B730.3/4	99.B809?.2/2 99.B408?	
	99.C275.2/2 99.C274.2/2	99.B336.1/1 99.C447.1/2	99.B606.2/2	99.B730.4/4 99.B659.1/1	99.B809.1/2 99.B408	
SHELF 1 <i>lowest shelf</i>	99.B667.2/3	99.B557.1/1 99.B741.1/3	99.B835.2/3	99.B741.2/3	99.554B.1/2	
	99.B801.1/1 99.B815.1/1 99.B757.1/1	99.B790.1/1 99.B799.1/1 99.B798.1/1 99.B808.1/1 99.B804.1/1	99.B760.1/1	99.B560.3/3	99.B558.1/1 99.B555.1/1	
	99.B667.1/3	99.B833.1/2	99.B770.1/1	99.B560.2/3	99.B627.2/2	
	99.B805.1/2	99.B833.1/2 99.B835.1/3	99.B741.3/3	99.554B.2/2 99.556B.1/1 99.560B.1/3	99.B627.1/2	

FOR FUTURE PROJECT TEAMS:

The rehousing of materials in Vitrine 7 is completed. Boxes numbered “99.XXX.X” reflect the odd numbering system of the 1999 project team which denoted in the box number the year the reboxing was completed. Four boxes on Shelf 5 have parchments (approximately 57) which need to be flattened.

Below Vitrine 7

Shelf B	Bundles in back and front Some personal files in front
Shelf A <i>lowest shelf</i>	Ramon's personal items, bound volumes

FOR FUTURE PROJECT TEAMS:

Bundles tied in cover board remain on shelf B below Vitrine 7; approximately 12 drop spine boxes will be needed to rehouse these documents. The date ranges of these bundles (1800+) indicate that there are probably no parchments folded within. Once rehoused, the boxes should be arranged in the front / back setup like Vitrine 4 to maximize storage space. Consult with Ramon about the bound volumes and documents on shelf A to determine if these are archives materials.

VITRINE 8

SHELF 5 <i>highest shelf</i>	77	76	78	80	82	83	84	85	86	87	94	95
SHELF 4	13	16	17	19	21	22	24	25	29	31	32	
SHELF 3	34	35	38	39	40	41	45	46	47	49	51	52
SHELF 2	53	58	59	60	63	64	67	71	72	73	74	
SHELF 1 <i>lowest shelf</i>	Cover boards and oversized box				Bound volume and cover boards			2 cover boards, 2 bound volumes				
	B813		570 1/2		B591 V8.S1.2		118 1/3		9 oversized boxes Salvana contains parchment			
	B405 1/3		570 2/2 916		448 1/2		118 2/3					
	B405 2/3		B523		448 2/2 169 1/2		118 3/3 V8.S1.1					
	B405 3/3		135		169 2/2		B500 B331					

FOR FUTURE PROJECT TEAMS:

The metal boxes have been lined with archival board to protect the material within and are to remain in the archive. Ten metal boxes contain parchments which need to be flattened.

Additionally, two of the drop spine boxes on Shelf 1 contain parchments (approximately 140) that need to be flattened.

Below Vitrine 8

Shelf B	7 oversized boxes	bundles to be rehoused	7 oversize boxes	bundles to be rehoused
Shelf A <i>lowest shelf</i>	bundles and oversized bundles			

FOR FUTURE PROJECT TEAMS:

The shelves below Vitrine 8 contain bundles that need to be rehoused in drop spine boxes. These bundles should be assessed as to size as they may be just oversized to fit in the normal drop spine box. Bundles from these shelves will require approximately 22 boxes and likely contain parchment.

VITRINE 9

SHELF 5 <i>highest shelf</i>	90	9	50	75	15	92	62	79	66	69	70
SHELF 4	93	7	1	5	48	30	91	88	42	96	
SHELF 3	33	56	20	54	18	43	26	8	55	61	
SHELF 2	4	3	97	65	89	57	27	68	6	11	
SHELF 1 <i>lowest shelf</i>	26	12	10	14	23	37	36	81	2	44	

* Rolled materials underneath on shelves A and B

FOR FUTURE PROJECT TEAMS:

The metal boxes have been lined with archival board to protect the material within and are to remain in the archive. Eighteen metal boxes contain parchments (approximately 230) which need to be flattened.

APPENDIX 5: PARCHMENT TREATED

Bundle number / (Current location)	Parchment Number	Title	Notes
V4.Sb.2 (V4.Sa.st2. back	V4.Sb.2 1/3.1	202	
	V4.Sb.2 1/3.2	203	
	V4.Sb.2 1/3.3	352	
	V4.Sb.2 1/3.4	377	
	V4.Sb.2 1/3.5	252	
	V4.Sb.2 1/3.6	352 “Judi noir H ...”	
	V4.Sb.2 1/3.7	108 NM 69	
	V4.Sb.2 1/3.8	200	
	V4.Sb.2 1/3.9	“Vot ser de lab vinar ...”	
	V4.Sb.2 1/3.10	O n 345_	
	V4.Sb.2 1/3.11		treated and returned to original location in bundle
	V4.Sb.2 1/3.12	133	
	V4.Sb.2 1/3.13	o n 96	
	V4.Sb.2 1/3.14	353	
	V4.Sb.2 1/3.15	12	
	V4.Sb.2 1/3.16	554	
	V4.Sb.2 1/3.17	1155	
	V4.Sb.2 1/3.18	[]	treated and returned to original location in bundle
	V4.Sb.2 1/3.19	1158	
	V4.Sb.2 1/3.20	“Agnester caratta nos merabatins”	
V4.Sb.2 1/3.21			
V4.Sb.2 1/3.22	“Sit ombus notu ...”		
V4.Sb.2 1/3.23	“Sit ombg momferum”		
V4.Sb.2 1/3.24	“Jourir omfit”		
74 (V8.S2 – metal box)	74.1	6	
	74.2	189	
	74.3	5	
	74.4	130	
	74.5	20	
	74.6	121	
	74.7	61	
	74.8	2[87]	fragile – located in separate folder
	74.9	10	
	74.10	Plech de la terra Salbana N8	
	74.11	62	treated and returned to original location in bundle
	74.12	182	
	74.13	2	
	74.14	292	treated and returned to original location in bundle
	74.15	291	
	74.16	91	

Box 73 (V8.S2 - metal box)	73.1	26	
	73.2	27 Testamens N 12	
	73.3	192 Testamens N13	
	73.4	239 Testmens Jacalin N 14	
	73.5	241 Testamens 15	
	73.6	12 Testamens N 3	
	73.7	227 Testmens N 16	
	73.8	236	
	73.9	12 platona	
	73.10	8	
	73.11	25	
	73.12	53	
	73.13	6	
	73.14	83 Testamons N1	
	73.15	84 Morman Testamens N8	
	73.16	16	
	73.17	31	
	73.18	49	
	73.19	21	
	73.20	20	
	73.21	24	
	73.22	17	
	73.23	[]	
	73.24	19	
	73.25	19	
	73.26	23	
	73.27	-I-	
	73.28	691	
	73.29	22	
V4.S2.1 1/2	V4.S2.1 1/2 .1	508	
	V4.S2.1 1/2 .2	524	
V4.S2.2 1/2	V4.S2.2 1/2 .1	55	sewn to V4.S2.2 1/2 .2
	V4.S2.2 1/2 .2	3 "Calaix de Ortigos"	sewn to V4.S2.2 1/2 .1
V4.S2.5 1/2	V4.S2.5 1/2 .1	372	
	V4.S2.5 1/2 .2	352	
	V4.S2.5 1/2 .3	256	
	V4.S2.5 1/2 .4	428	
	V4.S2.5 1/2 .5	"Aclede Recuperatio"	
	V4.S2.5 1/2 .6	"Stabliment de una tonca de terra en la Vilade Santany"	
V4.S2.5 1/2 .7	"Establiment de mitat"		
V4.S3.2 1/4	V4.S3.2 1/4 .1	12 "Calaix de Grabuar"	
V4.Sa.3 2/4 and 3/4	V4.Sa.3 2/4 .1	614	parchment belted and rolled, not unrolled as too long for any potential housing in archive
	V4.Sa.3 2/4 .2	256	seal attached
	V4.Sa.3 3/4 .3	25i	
	V4.Sa.3 3/4 .4	384	
	V4.Sa.3 3/4 .5	250	
	V4.Sa.3 3/4 .6	867	documents found inside were returned to box
	V4.Sa.3 3/4 .7	249	
	V4.Sa.3 3/4 .8	255	

714	714.1	S.42	seal attached – marriage certificate
	714a and b	S36	sewn together
V3.S4.2 2/4	V3.S4.2 2/4 .1	26	
	V3.S4.2 2/4 .2	“Jacobus ...”	
	V3.S4.2 2/4 .3	“In noir dog ...”	
	V3.S4.2 2/4 .4	“Ncirt Liber – ercvīs”	
V3.S4.4 1/3 and 2/3	V3.S4.4 1/3 .1	Carra de donaro abfoluno	
	V3.S4.4 1/3 .2	32N	
	V3.S4.4 1/3 .3	435 “Nos Phillippos Dei”	King’s signature – detached parchment may be in separated area of detached seals
V3.S3.1	V3.S3.1.1	13	
	V3.S3.1.2	2	
	V3.S3.1.3	4	
	V3.S3.1.4	1 Calaix de la cirera	
	V3.S3.1.5	1 Calaix de la chirera	
	V3.S3.1.6	529	
27	27.1	21	
	27.2	6	
	27.3	“Per las casas de Carrer...”	
	27.4	7	
	27.5	3	
	27.6a	[]	
	27.6b	[]	
	27.7	“Del Snor Civzona”	
	27.8a	“Jan per las casas...”	
	27.8b	[]	
	27.9a	8 / 169	
	27.9b	[]	
	27.9c	[]	
	27.10	17 / 225	
27.11	8		

APPENDIX 6: PARCHMENT DOCUMENTATION FORM

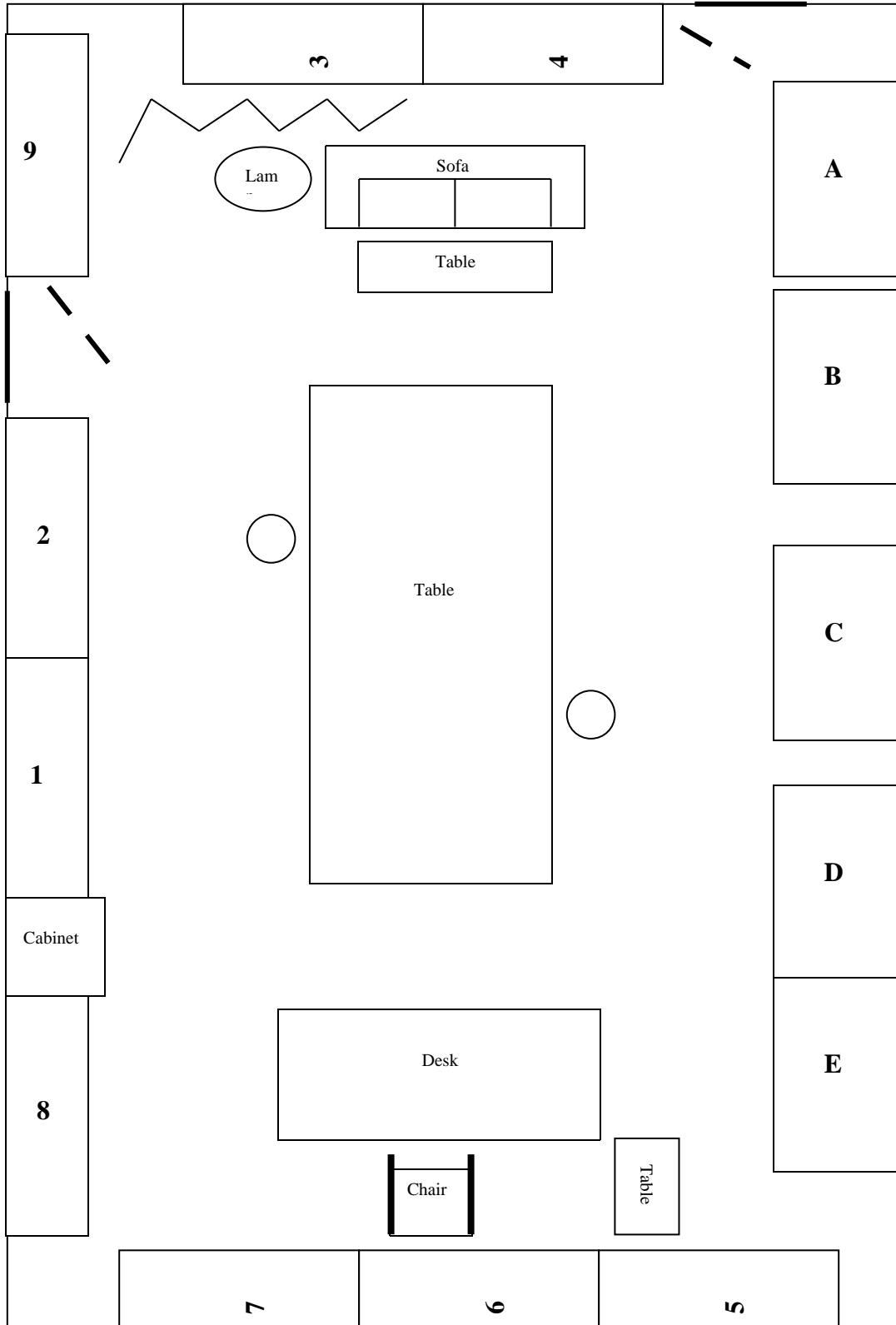
Record the following information for each piece of parchment for the parchment databased maintained by Karen Pavelka at PCS

1. Bundle and parchment number
2. Title, number on verso or first line
3. Date of production
- 4a. Folded measurements (h x w x th of fold in cm)
- 4b. Unfolded measurements (h x w x th of parchment in microns)
5. Place of production (not used)
6. Language
7. Folding Pattern
8. Animal, skin characteristics
9. Micrometer (in 4b)
- 10a. Exterior color
- 10b. Interior color
11. Split
12. Fabrication marks
13. Flexibility (1-5 scale, 1= flexible, 5=inflexible)
14. Ruling lines
15. Seals
16. Media
- 17a. Tears
- 17b. Losses
18. Stains
19. Shrinkage
20. Media, aberrant or odd
21. Other

Treatment notes

APPENDIX 7: VITRINE LAYOUT

The Vitrines are labeled 1-9 with white tags tied to the hinges. The flat file drawers are labeled with capital letters A-E.



APPENDIX 8: DROP SPINE BOX DIMENSIONS

		H (cm)	W (cm)
<i>Interior Tray</i>	short wall	7.9	23.1
	long wall	7.9	34.1
	base	33.5	23.1
<i>Outer Tray</i>	short wall	8.2*	23.5
	long wall	8.2*	34.9
	base	34.3	23.5
Cover		35.8	24.8
<i>Spine</i>		35.8	8.4

[Cover joints were 4mm]