

Archdiocesan Shrine of St. Joseph the Patriarch Parish  
TECHNICAL ASSISTANCE  
20-21 April 2018

An assessment and technical assistance was conducted at the Archdiocesan Shrine of St. Joseph the Patriarch Parish at San Jose, Batangas on 20-21 April 2018 to evaluate the condition of its parochial books collection, and give recommendations with regards to its preservation.

**Status Condition of materials:**

- Important manuscript collection documenting the religious function of the Augustinian Order.
- Majority of the materials are in an advanced state of deterioration.
- The books on *bautismos*, *entierros*, *confirmaciones* y *census* are kept in wooden cabinets (with varnish) inside the parish office where it is easily accessible.
- The parish office area has no air-condition and dehumidifier units installed -- collection is exposed to fluctuations in temperature and humidity.
- Some parochial books have plastic covers which could further accelerate its deterioration
- Some texts were overwritten using ballpen ink (permanent, stronger than the original which could affect the original)
- The books have high level of acidity - brownish pages; ink-corrosion due to pigments; high level of acidity indicating the presence of molds.
- Parochial books are handwritten / manuscripts –
  - latter part of 18<sup>th</sup> Century, the 19<sup>th</sup> Century and early part of the 1900s
  - brittle papers affecting the physical integrity of pages (with pieces torn/cracked from pages)
  - iron gall ink corrosion, folded to fit inside scrapbooks.
- Structure of volumes: intact, hand sewn, with majority still physically stable (especially those from late part of the 18<sup>th</sup> and early 19<sup>th</sup> centuries)
- No digital copy available – collection was never scanned / saved in any format.

**Recommendations for preservation of collection:**

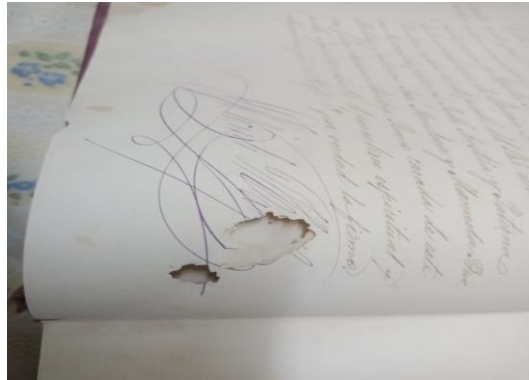
- Relocation of the materials to a secure storage. Establishment of an archives repository is strongly recommended.
- 18<sup>th</sup> and 19<sup>th</sup> century books that are still in good condition (hand sewn and most stable) could be digitized (microfilm / scanned) for preservation.
- Digitization would secure the collection from constant mishandling. (*please refer to digitization standard of NCA-NCCA*)
- Another option could be the creation of *replica* (photocopy) for each volume as access copies thereby preserving the originals.
- Books from latter part of the 1800s onwards are in a more advanced state of deterioration.
  - Those with cracked / torn page, ink-corrosion should be restored. However, restoration would be time consuming and very expensive.

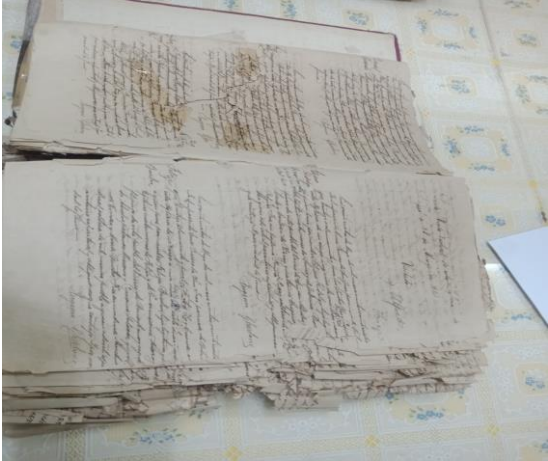
- Fabrication of enclosures for these volumes to contain loose parts per volume. Use tag-boards (non-acidic) to fabricate customized boxes for loose books. Or, if budget permits, use of archival boxes (clamshell type)
- Use of lead pencils when dealing with the collection (cataloguing, research, etc.). Lead is the most stable and will not cause any damage to materials it comes accidentally in contact with. Never use ballpoint pens.
- Use of surgical mask and glove when handling the materials to protect the staff / user from molds and dust.
- Surface cleaning of archival materials – only soft brushes (without any metal attachment) should be used when cleaning (i.e. Japanese brushes, bamboo hake brush etc.). Dusts are abrasive to materials.
- Purchase of document repair tapes to repair and strengthen creases.
- Removal of metal attachments (if any) i.e. paper clips, fasteners, etc. Metals corrode in time and can burn paper.
- Training of staff who will be tasked to preserve the materials..
- Temperature / Humidity control – keep the temperature between 18-24 degrees and the humidity level between 40-55 percent.
- Use of steel shelves instead of wood cabinets. Wood is acidic. Varnish on wood releases fumes which are harmful to paper collection.
- Use of silica gel pouches in strategic areas of the store room (if proponent cannot install dehumidifiers) – silica gel is a cheap dehumidifier / humidifier that can help control humidity and molds.
- Buffering – use of non-acidic papers to interleave between pages of books (reduce/extract acid from manuscripts). However, care must be taken not to make the volumes too thick because it will affect the physical structure the volumes (i.e warping, etc)
- Fumigation recommended.

Prepared by:

Lulu J. del Mar  
 Member  
 National Committee on Archives  
 National Commission for Culture and the Arts

PHOTOS OF PAROCHIAL BOOKS



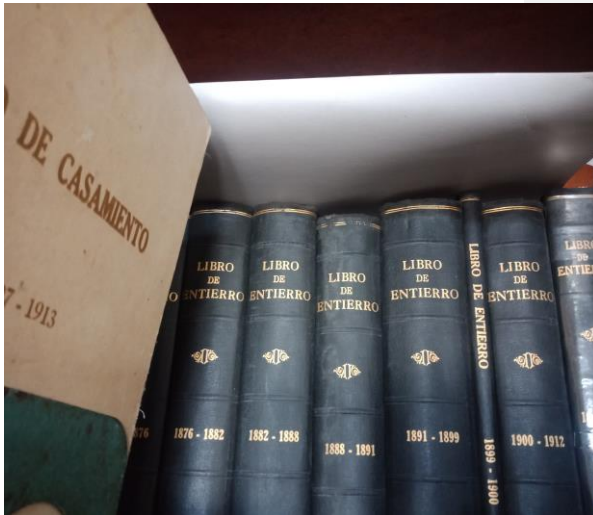


gitaro matrimonio de Teofilo Alay y de Sofia de Chavez, filipino  
del barrio de Patencia. Muestran patentes Angel Alay y Juliana  
terceros Felix de Chavez y Juana de Chavez. Que son condecorados Pa  
sado de este mismo pueblo a quien adhiere el presente capi  
tulo que Contrato. Y por verdad lo firmo.

*[Signature]*

Arariste  
Patencia

En presencia de los señores de virtud suscribiendo a la y  
fuerza de la Real Cedula interina de San Jose provincia de  
solamente y <sup>Octubre 22, 1919</sup> fue por  
a un niño de cinco años nacido a quien fue por su  
hijo legitimo y de legitimo matrimonio de Juan y  
dora, filipino de este pueblo del barrio de Tapan.  
no Anstacia y Maria Vergara y condecorados Jose de  
con su hermano Nicolas Rosales Pasado de este m  
y condecorados Juan de



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