

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 18th Century, the 19th 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 18th and early 19th centuries)
- No digital copy available – collection was never scanned / saved in any format.

Recommendations for preservation of collection:

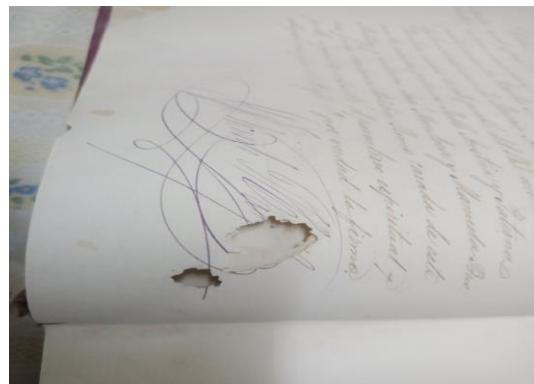
- Relocation of the materials to a secure storage. Establishment of an archives repository is strongly recommended.
- 18th and 19th century books that are still in good condition (hand sewn and most stable) could be digitized (microfilm / scanned) for preservation.
- Digitization would secure the collection 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:

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National Commission for Culture and the Arts

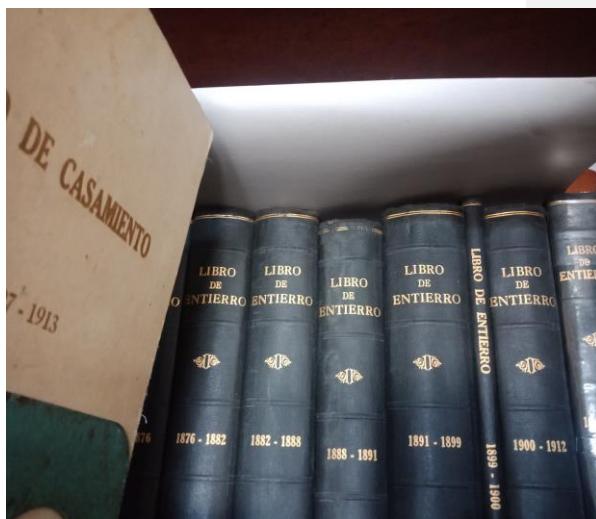
PHOTOS OF PAROCHIAL BOOKS





18
Jeronimo matrimoniado de la señora Mary y de Sofia de Chaves, hija
del barrio de Petare. Hasta padres Angel Mary y Gutierrez
hijos hijos de Chaves y Arevalo. Por su voluntad. Pa-
sado de este escrito pido a quien aduerte el parentesco copie
cimeras que contiene. Y por verdad lo firme.

En el escrito de noviembre de mil novecientos diez y
seiscientos leura Pascua interina de San Jose provincia de
solenamente y presentes Santos Olos y licencia en tal
a su visto de don Octopus 27, 1919' a quien pase por orga-
nico legítimo y de legítimo matrimonio de Juan Jose
lora, filipino de este pueblo del barrio de Tayrona.
no Arevalo y Maria Josefa y sonantes Josefa
que en su barrio Morro Rosales Barrio de este mu-
nicipio que co-



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