Internship in Archives Conservation at Bentley Historical Library

This department works on projects as they are presented; therefore the subjects vary each term. Our goal will be to give you a general overview of conservation work and train you in as many skills as you can absorb. We will start you out with basic principles and observation of conservators doing their normal work, then add on as opportunities present themselves. We will give you projects to practice the skills you are learning. You will find that these skills are applicable in other areas of endeavor and life. Staff members are Ann Ringia and Dianna Samuelson.

Some fundamental tips:
Take notes with #2 pencil, as pens could cause indelible marks on archival materials in the lab.
Return tools to their places immediately after use out of consideration for other people working.
Wash hands frequently to protect yourself as well as the items you are working on.
Use machinery only with supervision.
Wear closed-toe shoes to protect your feet in case you drop something heavy.
Know where the fire exit is and procedure for fire/emergency drills.
When you set type and stamp titles, give to staff to redistribute in type cabinet.
Study assigned readings during periods of time when staff is unavailable.
Notify staff of any damage that may occur while working on a project. Learning opportunities arise out of mistakes.
Notify staff of any injuries.
While the sharing of information via list serves or other media is useful, do not answer questions as a representative of the University of Michigan or the Bentley Conservation Department; if that comes up, please refer it to staff.

Possible Subjects

Paper
  Grain
  Folding (folio, quarto, octavo, etc.)
Adhesives
  Animal glue
  Wheat paste
  PVA
  SCMC
  HKOC
Binding Styles
  Case-style
  Tightback
  Tunnel
  Adhesive (Perfect) and Reinforced adhesive
Sewing

- Stab sewing (through the fold and through the side)
- Sewing over tapes
- Sewing over cords
- Singer sewing
- Oversewing by machine
- Overcasting over cords or tapes

Headbands

- Machine
- Handmade

Stamping in gold

Tape removal

Simple repairs

- Nylon with PVA
- Mulberry with wheat paste
- Edge-to-edge
- Caterpillar
- Reinforcing signature folds

Handouts

- Matchbox case
- Tray case
- Headbanding
- Perfect Binding
- Misc. Binding Notes
- Side Sewing

Readings

- Conservation of Library Materials by George Cunha
- Bookbinding Background and Technique by Edith Diehl
- Basic Bookbinding by A. W. Lewis
- A History of English Bookbinding Technique by Bernard Middleton
- The Restoration of Leather Bindings by Bernard Middleton

We can take on one student per term. If this interests you, please submit your request, accompanied by your résumé and portfolio link. For the winter term, the deadline for consideration of your application will be December 1. For the fall term, it will be August 1. If you are accepted, you will receive academic credit for your work. Please consult with John Luther, Career Development Coordinator, concerning the details.