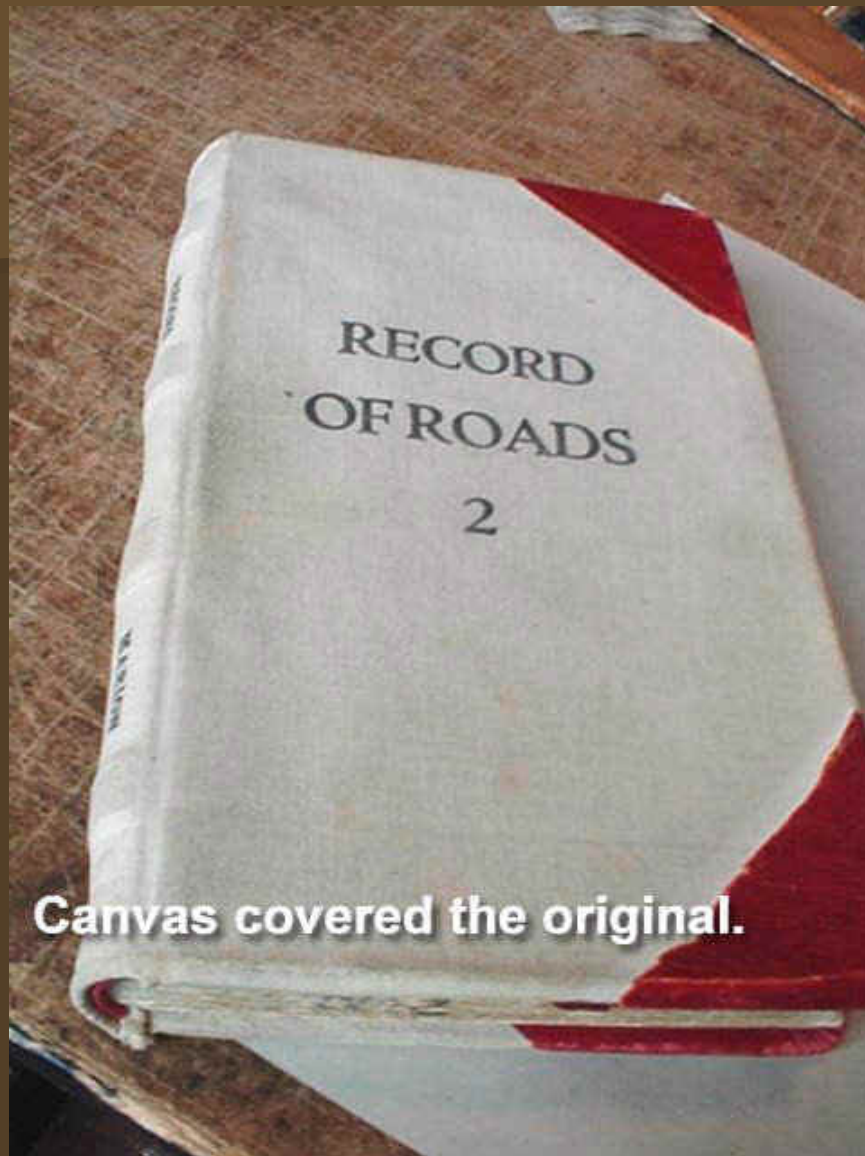


# Marion County Surveyor's Office

Storage and Preservation of Public  
Records

- In the Surveyor's Office, public records are required to be stored in a fire-resistant structure (vault), an area in which the temperature and humidity are maintained at the levels required to insure optimum longevity of the paper, film, or tape on which they are recorded. The vault is protected by an Inergen fire suppression system.
- Adequate ventilation and protection against insect or mold invasion is provided and restoration of public records is overseen by the Surveyor's Office Records Manager.





- The following pictures show the steps used by our contract bookbinder, Max Marbles, to restore Record of Roads Book 2 (records starting in February of 1860, and ending in September 1891).





**Before repair... loose broken.**

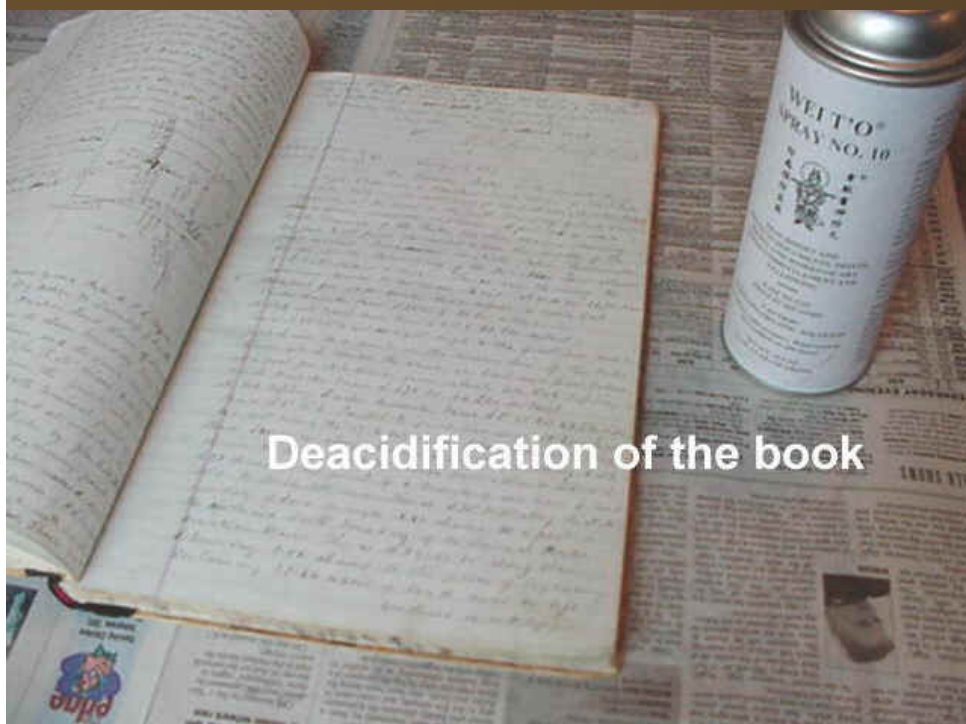


**Closeup of spine.  
Embrittled hide glue.**

Brittle glue facilitates the deterioration of the page folds.



After the glue and stitching are removed, the pages are deacidified and repaired using a special long-fibered paper made in Japan.



Deacidification of the book



Frail edges are paper lined.



Mending paper, paste  
are ready for fold repair.

Wheat starch paste is used to bind paper to paper.

All materials used in restoration are reversible and archivable, meaning they can be removed without damage to the original paper.

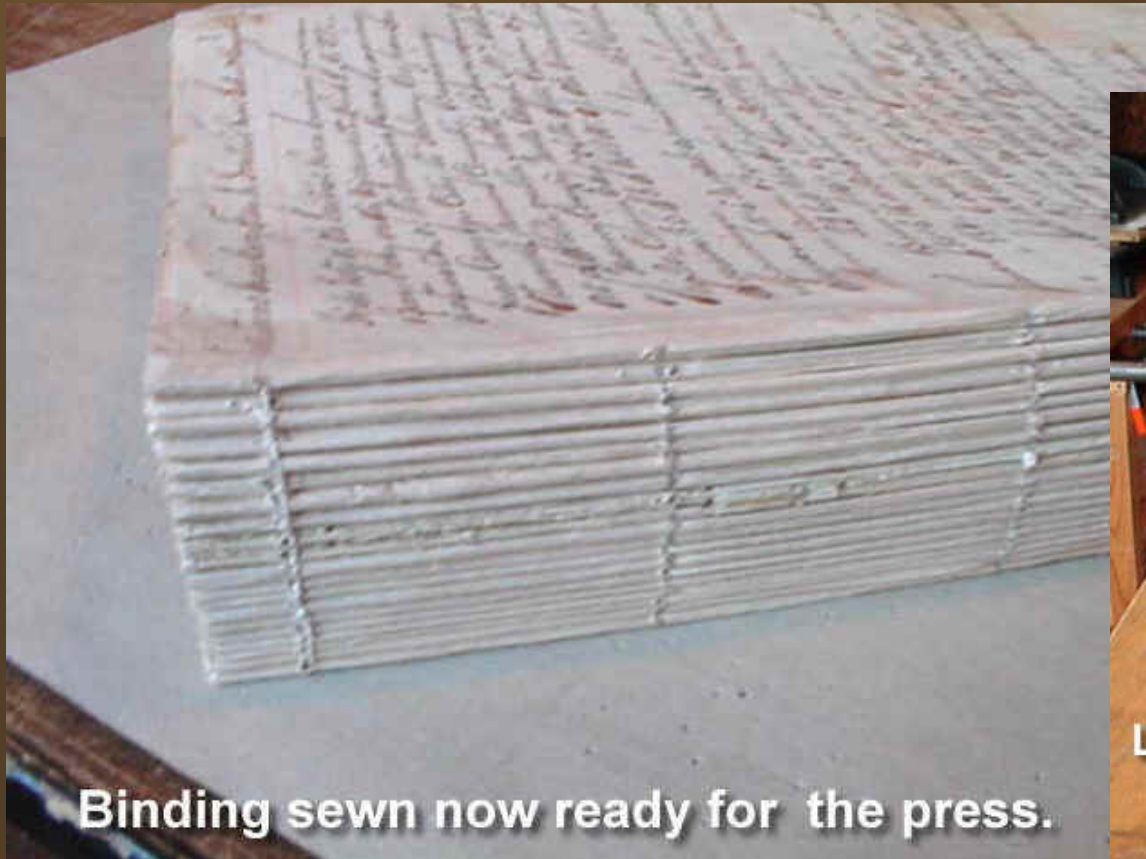


**Repaired sections being sewn.**

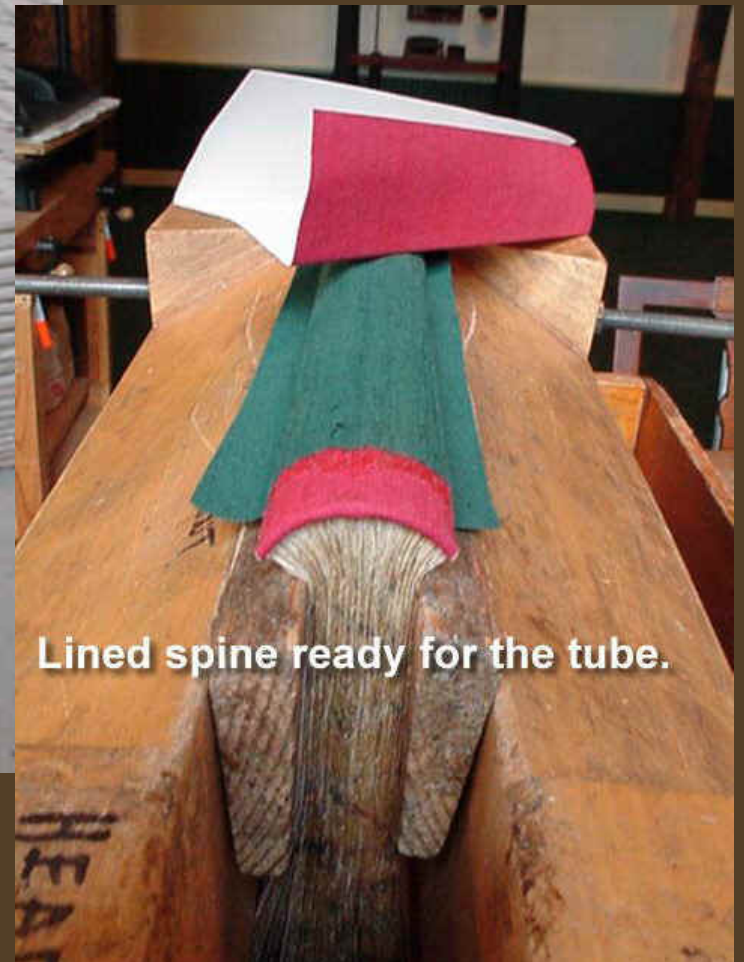
The thread is made of Irish Linen.



# "The Press"



Binding sewn now ready for the press.



Lined spine ready for the tube.

The spine is made of cotton linen.



**Interior board rid of waste paper.**



Original boards are freed from the canvas. Original cover and spine were made of smooth leather (darker brown) and suede (lighter brown).



Cloth is bound to boards using an adhesive called PVA.





Ready to reback with dampened calf.



Binding now rebacked in calf.  
Original spine ready for dissection.

English calves leather is used for the backing.



Original spine being fitted on repair.



Inside front board with new hinge



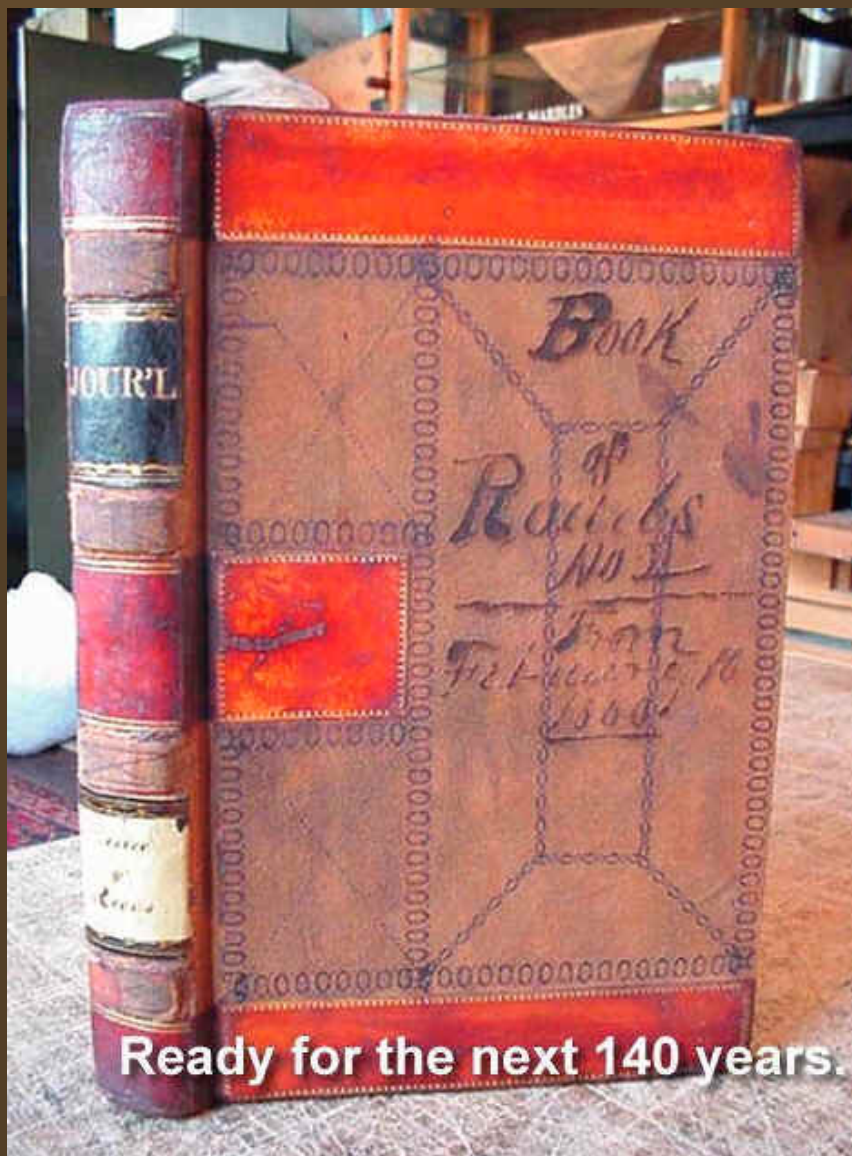


New, but cosmetically aged pasted fly.





**Cosmetic restoration of color to cover.**



Ready for the next 140 years.

Total time to restore book - 2 1/2 weeks