

# ENVIRONMENTAL CONTROL IN JAMES BRANCH CABELL LIBRARY

## NATIONAL ENDOWMENT OF THE HUMANITIES PRESERVATION ASSISTANCE GRANT

Awarded 8/27/2002

### I. Project description

Virginia Commonwealth University Libraries (VCUL) proposed to protect the James Branch Cabell Library Special Collections and Archives (SCA) collections by covering the fluorescent light tubes with ultraviolet (UV) filters, and to have UV film applied to the windows. SCA has thirteen 3'x8' windows on the south and west walls. VCUL also proposed to apply UV film to thirty-four windows in the general collection that are also on the south and west walls. Electronically recorded light levels in these areas indicated high light intensities up to 80-lumens/square foot in the afternoons. Book covers in these areas show strong fading patterns. Datalogger readings indicate high levels of light directly on books.

### II. Project Activities

#### A. Notification of Award in August, 2002

1. Account established to handle funds by VCU Sponsored Programs Administrator and VCU Libraries Administration's Financial and Auditing Services Practitioner in September.

#### B. Window treatment

1. During October we held meetings to discuss the scheduling of the window tinting. In preparation for the vendors, plexiglass sheets that had been screwed to the frames of the thirteen windows in Special Collections and Archives were removed, inspected for possible future use and discarded. The work was performed by VCU Libraries' hourly and student workers.
2. On Thursday, November 7, 2002 the installer from Solar Solutions, Inc. came to the library to discuss and walk the job, advising how far furniture, etc. would have to be moved from the windows for work to be performed. Arrangements for parking on the loading dock were made.
3. Preservation staff prepared marked floorplans for installers, and marked the windows to be treated with stickers.
4. Monday, November 11, two installers and a helper arrived approximately 10:30am to begin their preparation. They were met on the loading dock and escorted to the SCA where the reading room was used to measure and cut the Luminance Vista®28 Solar Reflective Film with the Clear and Distortion Free water activated adhesive from CPFilms, Inc.



Preservation staff was on hand until work was completed in SCA, assuring a water supply and observing. After completing the 13 windows in SCA, the crew moved to six windows on the south wall. The crew from Solar Solutions, Inc. was very professional and thorough in removing all their debris. Around lunchtime the crew moved to the third floor, where a total of twenty-two windows on the south and west walls were prepped and treated. The original plan for selecting the windows for treatment occurred before changes to the renovations work being conducted in James Branch Cabell were completed. Because of asbestos abatement operations on the first floor, the southwest corner of that floor was closed. Rather than reschedule the work after the renovations work had been completed, we chose windows on the west wall of the third floor to replace those in the sealed off Government Documents map room.

There were only six windows on the south wall of the second floor bound journal stacks area to be treated. Other windows on the southwest corner of the second floor were in the microforms and current periodicals area and had previously been fitted with miniblinds. The entire job was finished by 4:30pm.

#### C. UV filters for fluorescent tube lighting

1. Order for materials submitted in November.
2. We determined we did not have the money to contract with Physical Plant to place filters.
2. Complete order of UV filter tubes received by January 31, 2003.
3. Sample of filters placed to help establish procedure.
4. Head of Special Collections and Archives determines need of warning labels for each fixture to protect from loss of filters when fluorescent tubes are replaced:
5. Warning labels created and produced by Preservations staff.
6. Procedure for placing UV filters.

- a.** Insert fingers along outside edge of fixture cover. Locate clip on each end of fixture cover. Slide clips to left and release cover. Cover will open and swing down as if hinged on other side. Cover will remain attached to opposite side of fixture while open.
- b.** Make sure you have only one filter, and hold open side of filter to fluorescent tube while rolling around bulb. Slide hand down bulb to place tube on bulb. Run finger down open edge of filter tube. It will overlap itself around the fluorescent tube.  
Slide filter tube on bulb to make sure filter covers both ends of fluorescent tube.
- c.** Place WARNING sticker inside fixture.
- d.** Replace cover by swinging up to close. Clips will click shut and fixture cover will stay closed. If you don't here clips click shut, or if cover does not stay in place, insert fingers along outside edge of cover, and manipulate clamps until they click into place.

This project was completed with funds from the National Endowment for the Humanities. Any views, findings, conclusions or recommendations expressed in this webpage do not necessarily represent those of the National Endowment for the Humanities.