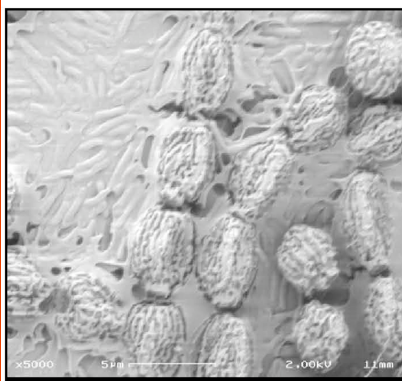


# Procedures for collection materials suspected of having mold

As staff members who work with the collection materials every day, collectively you see more collection materials than the conservation staff does. Hence, we need you to be the 'eyes and ears,' or should we say 'eyes and nose' for mold in the collection. Don't try to identify whether or not something has mold, since you have staff conservators to do that. If you suspect mold, follow these steps.

	<b>Books, papers, archives, AV (MHI)</b>	<b>Museum objects, textiles, fine art (AHM)</b>
<b>Step 1.</b>	If you find a potentially moldy book, document, or paper object, do not move it. Moving it will only spread around the mold spores. If you inadvertently touch the suspected moldy book, wash hands immediately	If you find a potentially moldy object, do not move it. Moving it will only spread around the mold spores.
<b>Step 2.</b>	Tyvek envelopes for books are on top the cabinet between the desks of Audra and Sara in cataloging. Get the envelope and bring it to the book (don't bring the moldy book through work areas to Audra and Sara's desks). Never use plastic, it encourages mold growth. Wear disposable latex/plastic gloves when placing the book into the envelope.	Cover the object completely in Tyvek. Plastic encourages mold growth, but Tyvek lets it breathe and dry out while containing the mold. Move the object to a drier area if it is safe to do so. Mold will not continue to grow in dry conditions.
<b>Step 3.</b>	Place the Tyvek-covered book in the 'Moldy book drop' in the triage room (Amber's old office). It will be reviewed. Leave a note on it telling us who left it in the drop. The drop will be reviewed weekly.	However, if the object is wood, take care not to dry it too rapid or to below 30% RH. This may cause splitting. If the object is inorganic (metal, glass, plastic), it may be mold sustained by dust and dirt on the surface, and it may require cleaning from the conservator.
<b>Step 4.</b>	<b>Contact Jane to examine it. x5-3898</b>	<b>Contact Amber to examine it. x5-4930</b>



**This is what mold spores and bacteria look like under 5000x magnification in a scanning electron microscope (SEM).**

*(Micrograph taken by the author).*