Air Drying: most suitable for small numbers of items. It is very labor intensive, a lot of space is required, and the ambient conditions must not be humid. The air must also be circulating; fans will be necessary.

Coated Paper**:** paper used for high quality printing, e.g. art books. It has a glossy surface. The coating produces a smooth, uniform surface.

Collodion Plate**:** photographic process, image is on a glass support. When a black background is used, the image appears as a positive. In fact it is a negative image. These items are usually cased.

Daguerreotype**:** photographic process, positive image on copper plate. Depending on angle of light the image can appear as negative or positive. Images are usually in a case.

Dehumidification**:** large commercial dehumidifiers are brought into a facility with all collections, equipment, and furnishings left in place. Temperature and humidity levels can be controlled. This will work only for damp or moderately wet books.

Ephemera**:** documents and objects (e.g. posters, broadsides, and tickets) not intended to have lasting value

Ethafoam**:** a rigid polyethylene foam. It is quite shock absorptive. It cushions better than thicker foams of other manufacture. Excellent for packing and shipping. Ethafoam is a brand name.

Fore-edge**:** the front edge of a book; the edge opposite the spine.

Freezer Drying**:** best for damp or moderately wet books. Items must be placed in freezer as soon as possible. Books dry best if the bindings are supported firmly through wrapping, etc. Wrap with freezer paper, wax paper, silicon paper, or unprinted newsprint. The equipment should be able to dry quickly, and the temperature should be below -10 degrees F. Therefore, commercial freezers are more suitable than home freezers. However, home freezers will work if commercial freezers are not available. This method takes from several weeks to several months depending on the equipment used.

Glazing Material**:** a clear, rigid material, such as glass, plexiglas, or polyester, which protects a print, drawing, or photograph from particulate matter.

Hygrothermograph**:** instrument that monitors relative humidity and temperature. It records fluctuations on a graph.

Moisture Barrier**:** device used to contain excess humidity in disaster area. Plastic sheeting is hung up to separate the disaster area from the parts of the library that are unaffected. Disaster areas are usually quite humid and the humidity should be contained as much as possible. The barrier will protect unaffected items from collateral damage.

***Pallet*:** a small, low, portable platform on which goods are placed for storage or moving.

***Phase Box*:** simple protective enclosure; 4 flap design constructed of acid-free board secured with "string ties," velcro or magnets.

***Signature*:** unit of folded pages that make up a book.

***Vacuum Freeze Drying*:** books and records are placed in a vacuum chamber to be frozen. The vacuum is pulled, the temperature is lowered and a source of heat is introduced. The books dry at below 32 degrees F., and remain frozen. Sublimation takes place (ice crystals vaporize without melting). Thus no distortion occurs. Coated paper will dry well but only if placed in the freeze drying chamber within 6 hours. **Photographs should not be vacuum freeze dried.**

Vacuum Thermal Drying: books and records may be either wet or frozen when placed in a vacuum thermal drying chamber. The vacuum is drawn and heat is introduced. The materials are dried at above 32 degrees F. **The materials stay wet while they dry. This can cause distortion in books, adhesion of coated paper, etc.**

***Wrapping*:** a covering is provided to items that have been damaged. Take a piece of paper and fold it around the book. The book does not have to be wrapped like a present. The goal is to keep items separate during the freezing process. Items can be placed in plastic bags or wrapped in freezer or silicone paper.