UNIVERSITY OF KANSAS

Conservation Services Treatment Database Fields

(Library and Archives Conservation)

2021

Some fields are for text; others have drop-down choices (multiple choices allowed)

1. Bibliographic data

Microsoft Access key ID #

Circulation call slip #

Call number

Author/creator

Title

Date of production

Approx. dimensions (H, W, Th, in cm)

Substrate thickness (cm)

Format (bound, flat)

Barcode #

Accompanying materials

2. Treatment overview

Lab treatment number

Curator

Collection division

Conservator (drop-down list)

Date examined

Date in

Date out

Selection method (exhibition review, curator-targeted, patron use, processing, etc.)

Priority (rush, regular workflow, low)

Photodocumentation (Networked drive; no photodoc; other)

Estimated treatment

Actual treatment

If you choose "Bound" for format field in Bibliographic Data Section:

3. Book fields

A. Description

1. Binding originality

	a.	Original
	b.	Repaired
	c.	Rebound
	d.	Rebacked
2.	Coveri	ng style
	a.	Full
	b.	Half
	c.	Quarter
	d.	Cover missing
3.	Coveri	ng material
	a.	Leather:
		Tawed skin:
	c.	Parchment:
	d.	Paper:
	e.	Cloth:
	f.	
4.	Cover r	material note:
5.	Paper o	decoration
	a.	Undecorated
	b.	Marbled
	c.	Printed
	d.	Paste
	e.	Sprinkled
	f.	Other:
6.	Paper	decoration note:
7.	Board (decoration
	a.	Tooled:
	b.	Label:
		Panel stamp:
	d.	Embossed:
	e.	Inlays:
	f.	Onlay:
8.	Board i	material
	a.	Binders board
	b.	Strawboard
	c.	Wood
	d.	Pulp board
	e.	Paper
	f.	Concealed
9.	Furnitu	re
	a.	Clasp:
	b.	Ties:

	c.	Boss:
	d.	
10.	Furnitu	re note:
11.	Endbar	nds
	a.	Original
	b.	Replaced
	c.	Stuck-on
	d.	Hand-sewn
	e.	Front bead
	f.	Back bead
	g.	Single tiered
	h.	Double tiered
	i.	Herringbone
	j.	Other
12.	Endbar	nds note:
13.	Spine s	hape
	a.	Nearly flat (almost no shoulder)
	b.	Moderate round (slight flaring)
	c.	Well rounded (right angle)
	d.	False bands
14.	Spine li	ning
	a.	Paper
	b.	Vellum
	c.	Skin
	d.	Overall
	e.	Between sewing stations
	f.	With slotted spine
	g.	Extends onto boards
	h.	Width of spine
	i.	Hollow tube
	j.	Crash/mull
15.	Spine a	dhesive
	a.	Starch
	b.	Gelatin
	c.	Synthetic
	d.	Other
16.	Spine a	dhesive note:
17.	Joints	
	a.	Tight
	b.	Back-cornered
	c.	Groove
18.	Cover t	o text attachment

a.	In-boards
b.	Cased
C.	Laced-case
d.	Lapped component
e.	Other
19. Cover	to text note:
20. Endpa	pers
a.	Vellum
b.	Plain paper
C.	Marbled
d.	Decorated
e.	Single folio
f.	Double folio
g.	Single leaf
h.	Made-end
i.	Tipped
j.	Hooked
k.	Sewn through fold
l.	With pastedown
m.	Without pastedown
n.	Vellum guard
0.	Paper guard
21. Endpa	pers note:
22. Textbl	ock material
a.	Paper
b.	Parchment
C.	Papyrus
•	Other
	ock material note:
24. Textbl	ock media
a.	Printer's ink
b.	Manuscript ink
	Graphite
_	Colored inks
e.	Pigment/illumination
f.	Other
	ock media note:
	ng stations:
	ng supports:
28. Sewing	
	Linked
b.	Unlinked

	c.	Overcast
	d.	All-along
	e.	Two-on
	f.	Three-on
	g.	Stabbed
	h.	Tacketed
	i.	Other
29.	Sewing	structure note:
30.	Leaf att	achment
	a.	Sewn through fold
	b.	Stabbed
	c.	Single leaf/leaves
	d.	Adhesive
	e.	Tacketed
	f.	Stapled
31.	Leaf att	achment note:
32.	Current	housing
	a.	None
	b.	Tuxedo/integument
	c.	Clamshell
	d.	Slipcase
	e.	Other
33.	Current	housing note:
onc	lition	
1.	Cover n	naterial
	a.	Detached
	b.	Shrunken
	c.	Deformed
	d.	Areas missing
	e.	Cloth weak
	f.	Abrasion
	g.	Insect damage
	h.	Red rot
	i.	Hinge split/splitting
	j.	Spine detached/detaching
	k.	Fore edge damage
	l.	Corner damage/fraying
	m.	Cap damage
2.	Covern	naterial note:
3.	Label	
	31. 32. 33. 2000 2.	d. e. f. g. h. i. 29. Sewing 30. Leaf att a. b. c. d. e. f. 31. Leaf att 32. Current a. b. c. d. e. 33. Current condition 1. Cover n a. b. c. d. e. f. g. h. i. j. k. l. m. 2. Cover n

	a.	Detached
	b.	Missing
	c.	Damaged
4.	Endban	nds
	a.	Intact
	b.	Missing
	C.	Fragments
	d.	Other
5.	Sewing	supports
	a.	Intact
	b.	Loose
	c.	Broken
	d.	Absent
	e.	Abraded at hinge
6.	Section	al sewing
	a.	Intact
	b.	Loose
	C.	Broken
		Absent
7.	Endpap	per damage
	a.	· · · · · · · · · · · · · · · · · · ·
	b.	Missing
	c.	
		Acidic
		Not original
	f.	Previous repairs
8.	Textblo	ock damage
	a.	
	b.	Brittleness
	C.	Damaging repairs Location:
	d.	Stains Location:
	e.	Pressure-sensitive tape Location:
	f.	Water-based tape Location:
	g.	Mold Location:
	h.	Foxing Location:
	i.	Cockling Location:
	j.	Insect damage Location:
	k.	Accretions Location:
	l.	Minor tears/losses Location:
	m.	Major tears/losses Location:
	n.	Minor creases/folds Location:
	0.	Major creases/folds Location:

	p.	Extraneous material Location:
9.	Media	
	a.	Crackling/flaking Location:
	b.	Abrasion Location:
	c.	Ink/pigment burn Location:
	d.	Strike-through Location:
	e.	Fading Location:
	f.	Bleeding Location:
C. Test	·inσ	
C. ICS	8	
1.	Ink:	
	a.	Solubility in water:
	b.	Solubility in ethanol:
	c.	Other:
2.	Adhesi	ve:
	a.	Solubility in water:
	b.	Solubility in ethanol:
	c.	Solubility in acetone:
	d.	Solubility in toluene:
	e.	Other:
3.	Paper	
	a.	Surface pH:
	b.	Lignin:
D. Bou	nd treat	ment proposal
Danain		
Kepair	to text	
1.	Disasse	embly
	a.	Mechanical
	b.	Solvent
2.	Surface	e cleaning
	a.	Dry clean
	b.	Brush
	c.	Mold removal
	d.	Accretion removal
3.	Humidi	fy and/or flatten
	a.	Chamber
	b.	Blotter
	c.	Gore-Tex
	d.	Suction table

4. Remove

- a. Old mend(s)
- b. Bookplate
- c. Old linings
- d. Old endpapers
- e. Tape
- f. Backing
- 5. Attachment removal
 - a. Mechanical
 - b. Local humidification
 - c. Poultice
 - d. Methylcellulose
 - e. Steam
 - f. Solvent
 - g. Heated air
- 6. Stain reduction
 - a. Water
 - b. Solvents
- 7. Wet treatment
 - a. Wash
 - b. Alkalize
 - c. Size
- 8. Pigment consolidation
 - a. With A4M methycellulose
 - b. With gelatin
- 9. Mending/lining
 - a. Mend tears
 - b. Fill tears
 - c. Line
 - d. Rehinge

Repair to binding

- 10. Sewing
 - a. Total resew
 - b. Partial resew
- 11. Spine linings
 - a. Reuse old
 - b. New
- 12. Endband style
 - a. Single core
 - b. Double core
 - c. Front bead

- d. Back bead
- e. Woven

13. Endband core

- a. Linen cord
- b. Leather/vellum
- c. Alum tawed

14. Endband thread

- a. Silk
- b. Linen

15. Endband repair

- a. Resew
- b. Stuck-on

16. Reback

- a. Cloth
- b. Paper
- c. Leather
- d. Alum tawed
- e. Vellum

17. Endpapers

- a. Mend
- b. Reattach
- c. Replace

18. Board reattachment

- a. Japanese paper
- b. Cloth
- c. Thread
- d. Paper and hollow

19. Rebind

- a. Replace endpapers
- b. Guard
- c. Repair original covers
- d. New case
- e. New cover boards

20. New cover materials

- a. Cloth
- b. Leather
- c. Alum tawed skin
- d. Vellum
- e. Paper case paper
- f. Decorated paper

21. Binding refurbishment

a. Surface clean

- b. Consolidate cover
- c. Consolidate leather
- d. Mend
- e. Retouch/tone
- f. Endcap repair
- 22. Estimated treatment time:_____

E. Treatment report

Repair to text

- 1. Disassembly
 - a. Mechanical separation of textblock
 - b. MC/water solvent separation
 - c. Heated tool
- 2. Surface cleaning
 - **a.** Dry clean, vinyl eraser crumbs
 - **b.** Dry clean, vinyl eraser
 - **c.** Dry clean, soot sponge / makeup sponge
 - d. Surface dirt removal, brush only
 - e. Mold removal with HEPA vacuum
 - f. Mechanical accretion removal
 - g. Accretion removal with moist swab or methylcellulose
- 3. Humidification and flattening
 - a. Chamber
 - b. Blotter
 - c. Gore-Tex
 - d. Suction table
 - e. Local humidification to flatten folds, creases
 - f. Overall humidification to encourage planarity
 - g. Pressed between blotter/Reemay under weight
 - h. Pressed between felts/blotter/Reemay
 - i. Pressed in "hard/soft sandwich" (matboard/Pellon)
- 4. Attachment removal
 - **a.** Mechanical removal, pins/clips/grommets
 - **b.** Tape removal, heated spatula
 - c. Tape residue removal, crepe eraser
 - **d.** Tape residue removal, vinyl eraser
 - e. Tape residue removal, poultice
 - f. Local humidification with water/MC to remove attachment
 - g. Local humidification through blotter to remove attachment
- 5. Stain reduction

- a. Stain reduction on solvent table, water
- **b.** Stain reduction on solvent table, ethanol
- c. Stain reduction on solvent table, acetone
- **d.** Stain reduction on solvent table, ammonium hydroxide
- e. Stain reduction on solvent table, solvent mixture

6. Wet treatments

- a. Washed, up to three 15 min. baths of neutral calcified purified water
- b. Washed, up to three 15 min. baths of tap water
- c. Washed, up to three 15 min. baths of 1:3 ethanol/calcified water
- d. Washed, up to three 15 min. baths of 1:1 ethanol/calcified water
- e. Washed, up to three 15 min. baths of 1:1 ethanol/calcified water
- f. Alkalized in 10 min. calcium hydroxide bath (pH 8)
- g. Sprayed with Bookkeeper
- h. Sized with methylcellulose
- i. Sized with gelatin
- j. Silicone release paper on wafer seals while drying

7. Pigment consolidation

- a. With A4M methycellulose
- b. With gelatin

8. Mending

- a. Mended tears, Japanese paper and wheat starch paste
- b. Mended tears, lens tissue and wheat starch paste
- c. Mended tears, heat-set tissue and heat
- d. Japanese paper fill(s)
- e. Western paper fill(s)
- f. Pulp fill on suction table
- g. Toned mend/fill, acrylics
- h. Toned mend/fill, watercolor pencil
- i. Toned mend/fill, watercolors
- j. Rehinged with Japanese paper and wheat starch paste
- k. Lined paper overall with Japanese paper/paste

9. Mending note:	
------------------	--

Repair to binding

Sev	

- a. Total resew
- b. Partial resew
- 2. Sewing note:_____
- 3. Spine linings (check more than one)
 - a. Use old linings
 - b. New linings

- c. Japanese paper/paste
- d. Airplane linen/paste
- e. Airplane linen/PVA
- f. Paper/PVA
- g. Leather/Lascaux 498HV
- h. C-cloth/PVA
- i. Combo

4. Endband style

- a. Single core
- b. Double core
- c. Front bead
- d. Back bead
- e. Woven

5. Endband thread

- a. Silk
- b. Linen

6. Endband repair

- a. Repair sewing
- b. Sew new endband
- c. Readhere stuck-on
- d. New stuck-on

7. Reback

- a. Cloth
- b. Japanese paper
- c. Western paper
- d. Leather, goat
- e. Leather, calf
- f. Alum tawed, goat
- g. Alum tawed, pig
- h. Vellum

8. Endpaper

- a. Mend with paste and tissue
- b. Reattach with paste and tissue
- c. Reattach with PVA
- d. Replace

9. Board reattachment

- a. One board
- b. Both boards
- c. Japanese paper under lifted board material and spine material
- d. Japanese paper internal hinge
- e. Cloth lining on spine
- f. Thread tackets

- g. Thread through outer sections onto boards
- h. Japanese paper across spine; paper or cloth over hollow on spine

10. Rebind

- a. Replace endpapers
- b. Guard with Japanese paper/paste
- c. Repair original covers with paste
- d. Repair original covers with PVA
- e. New case
- f. New cover boards

11. New cover materials

- a. Cloth
- b. Leather, goat
- c. Leather, calf
- d. Alum tawed, goat
- e. Alum tawed, pig
- f. Vellum, goat
- g. Vellum, calf
- h. Paper case paper
- i. Decorated paper

12. Binding refurbishment

- a. Surface clean with vinyl erasers
- b. Consolidate with paste
- c. Consolidate with PVA
- d. Consolidate with Lascaux 498HV
- e. Apply Klucel G
- f. Apply SC6000
- g. Apply microcrystalline wax
- h. Mend with Japanese paper
- i. Retouch fills with acrylics
- j. Retouch fills with watercolor
- k. Repaired endcap with paste
- I. Repaired endcap with PVA
- m. New label

13. Housing

- a. Wrapper or envelope
- b. Tuxedo box
- c. Corrugated clamshell
- d. Cloth clamshell
- e. Existing enclosure reused
- f. Dust jacket, Mylar
- g. Dust jacket, polyethylene
- h. Encapsulation

		Portfolio als notes: treatment time:
		Flat" for format field in Bibliographic Data Section:
4. Flat	Paper I	-leids
Descrip	otion	
1.	Suppor	t Subtance
		Paper (handmade)
	b.	Paper (mould-made)
	c.	Paper (machine-made
	d.	Parchment
	e.	Synthetic material
	f.	Other
2.	Other r	material:
3.	Watern	mark [check box for yes] Description:
4.	Media	
		Printer's ink
		Manuscript ink
		Graphite
		Pastel/charcoal
	-	Paint
5.		t housing
	a.	Frame
		Case/box
	C.	Mat
	d.	Backing Surface film/glazing
	e. f.	Tape encapsulation
	g.	Welded encapsulation
	g. h.	Folder
	11.	Totaci
Condit	ion	
10.	. Suppor	t (paper)
	a.	Acidic/brittle [check boxes in this section]
	b.	Soft
	c.	Surface dirt Location:

	d	. Minor tears/losses Location:
	е	. Major tears/losses Location:
	f.	Creases/folds Location:
	g	. Cockling Location:
	h	. Staining/discoloration Location:
	i.	Mat burn Location:
	j.	Foxing Location:
	k	. Insect/pest damage Location:
	I.	Mold damage Location:
	n	n. Accretions Location:
11	1. Attac	hments to support
	a	
	b	
	С	
	d	
	e	
	f.	
	g	
		i. Wafer
		ii. Wax
4.) [[] ~ -]:	iii. Embossed
14	2. Medi	
	a b	
	C	
	d	
	e	
	f.	
	'.	Diccoming Locations
Testin	ng	
1	Ink	
1.	Ink: d	. Solubility in water:
	e e	
	f.	
2.		
۷.	f.	
	g	· · · · · · · · · · · · · · · · · · ·
	h	
	i.	
	j.	
_	٠,	

3. Paper

2	Surface nH:
_	Surface pH:
b.	Lignin:
Treatment prop	posal
23. Surface	cleaning
a.	Dry clean
b.	Brush
C.	Mold removal
d.	Accretion removal
24. Attachr	ment removal
a.	Tape removal
b.	Local humidification
c.	Backing removal
d.	Disassemble/dismount
25. Attachr	ment removal
	Tape removal
b.	Local humidification
	Backing removal
	Dissassemble/dismount
26. Stain re	eduction
	Water
	Solvents
27. Wet tre	
	Wash
	Alkalize
_	Size
	t consolidation
	With methylceullose
b.	With gelatin
29. Mendir	Mend tears
	Fill tears
	Line
	Rehinge
30. House	Kermige
	Paper
	Mylar
	Mat
	Interleave
	Custom
	ed time:
51. L5011100	

Treatment report

10. Surface cleaning

- **a.** Dry clean, vinyl eraser crumbs
- **b.** Dry clean, vinyl eraser
- c. Dry clean, crepe eraser
- **d.** Surface dirt removal, brush only
- e. Mold removal with HEPA vacuum
- f. Mechanical accretion removal
- g. Accretion removal with moist swab or methylcellulose

11. Attachment removal

- a. Tape removal, heated spatula
- **b.** Tape residue removal, crepe eraser
- c. Tape residue removal, vinyl eraser
- **d.** Local humidification with water/MC to remove attachment
- e. Local humidification through blotter to remove attachment
- **f.** Mechanical removal, pins/clips/grommets
- g. Backing removal, mechanical
- **h.** Backing removal, water or methycellulose
- i. Disassemble/dismount, mechanically

12. Stain reduction

- a. Stain reduction on solvent table, water
- **b.** Stain reduction on solvent table, ethanol
- c. Stain reduction on solvent table, acetone
- d. Stain reduction on solvent table, ammonium hydroxide
- e. Stain reduction on solvent table, solvent mixture

13. Wet treatments

- a. Washed, up to three 15 min. baths of neutral calcified purified water
- b. Washed, up to three 15 min. baths of tap water
- c. Washed, up to three 15 min. baths of 1:3 ethanol/calcified water
- d. Washed, up to three 15 min. baths of 1:1 ethanol/calcified water
- e. Washed, up to three 15 min. baths of 1:1 ethanol/calcified water
- f. Alkalized in 10 min. calcium hydroxide bath (pH 8)
- g. Sprayed with Bookkeeper
- h. Sized with methylcellulose
- i. Sized with gelatin

14. Humidification and flattening

- a. Local humidification to flatten folds, creases
- b. Overall humidification to encourage planarity
- c. Pressed between blotter/Reemay under weight
- d. Pressed between felts/blotter/Reemay
- e. Silicone release paper on wafer seals while drying

15. Consolidation

- a. With 5% A4M methycellulose
- b. With 5% gelatin

16. Mending/lining

- a. Lined overall, Japanese paper and wheat starch paste
- b. Mended tears, Japanese paper and wheat starch paste
- c. Mended tears, lens tissue and wheat starch paste
- d. Mended tears, heat-set tissue and heat
- e. Toned mend/fill, acrylics
- f. Toned mend/fill, Derwent watercolor pencil
- g. Toned mend/fill, watercolors
- h. Japanese paper fill(s)
- i. Western paper fill(s)
- j. Pulp fill on suction table
- k. Rehinged

17. Housing

- a. Alkaline paper folder
- b. Envelope
- c. Mylar L-sleeve
- d. Mylar encapsulation
- e. Matted
- f. Interleave with tissue
- g. Interleave with silicone release paper
- h. Custom enclosure
- i. Reuse existing enclosure

18.	Actual	time:	
18.	Actual	time:	

Prepared by Whitney Baker, Head of Conservation Services, University of Kansas Libraries

University of Kansas Libraries Book Treatment Report

ID 349		Collection	Special Collections	
Aeon Number	83235	Curator	Healey, Elspeth	
Treatment ID	61-2020	Conservator	Whitney Baker	
Title	Strangers and pilgrims: a novel	Date Examined	12/16/2020	
		Date In	12/16/2020	
Author	Braddon, Mary Elizabeth	Date Out	1/20/2021	
Call Number	B1315	Selection Method	Intern project (finishing up)	
Barcode	33838400067246	Priority	High	
Production Date		Photodocumentation	G drive	
Item Height (cm)	18.5	Estimated treatment	Japanese paper along inner joint, as	
Item Width (cm)	12.5		necessary. Consolidate covers. Reattach	
Item Thickness (mm)	3	Actual Treatment	loose pieces of spine. Mylar jacket.	
Substrate Thickness (mm)		Actual Treatment	Readhered original spine lining with PVA picture for file. Sakamoto 1-on, 2-off hollow,	
Format	Bound		with wheat starch paste. Reattached spine	
Accompanying			piece with PVA. Board edges consolidated.	
			Mylar jacket.	
Description				
Binding Originality	Original	Joints	Groove	
Covering Style	Full	Cover to text attachment	Cased	
		_		
Covering material	Paper	Cover to text note		
Cover material note		Endpapers	Plain paper, Single folio, Tipped	
Cover material note		Enupapers	Fram paper, Single 10110, Tipped	
Paper decoration	Printed	Endpapers note		
1	Fillited	1 1		
Paper decoration note		Textblock material	Paper	
Board decoration		Textblock material note		
Board decoration note		Textblock media	Printer's ink	
D 1 M - 4 1		Т4-11 114-		
Board Material	Pulp board	Textblock media note		
Furniture		# sewing stations	0	
Furniture note	N/A	# sewing supports	0	
	- ',	J 11		
Endbands		Sewing structure	Other	

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Endbands note		Sewing structure note		
	N/A			
Spine shape		Leaf attachment	Stapled	
	Moderate round (slight flaring)			
Spine Lining		Leaf attachment note		
	Crash/mull, Paper			
Spine adhesive		Current housing	None	
Spine adhesive note		Current housing note		
Condition		<u>Media</u>		
Cover material	Abrasion, Corner damage, Spine detached/detaching	Cracking/flaking	Location:	
Cover material note		Abrasion	Location:	
Label		Ink/pigment burn	Location:	
Endbands		Strike-through	Location:	
Sewing Supports		Fading	Location:	
Sectional Sewing		Bleeding	Location:	
Endpaper Damage				

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<u> Textblock Damage</u>		Testing		
Surface Dirt	Location:		Ink:	
	_		Solubility in water:	
Brittleness				
Damaing Repairs	Location:		Solubility in ethanol:	
Stains	_ Location:		Other:	
Pressure-sensitive tape	Location:		Adhesive:	
Water-based tape	Location		Solubility in water:	
Mold	Location:		Solubility in ethanol:	
Cockling	Location:		Solubility in acetone:	
Foxing	Location:			
Insect Damage	Location:		Solubility in toluene:	
Accretions	Location:		Other:	
Minor tears/losses	Location:		Paper:	
Major tears/losses	Location:		Surface pH:	
Minor creases/folds	Location:		Lignin:	
Major creases/folds	_ Location:			
Extraneous material	☐ Location:			

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Treatment Proposal Treatment Report Repair to text Repair to text Disassembly Disassembly Surface cleaning Surface cleaning Humidify and/or flatten Humidification and flattening Remove Remove Attachment removal Attachment removal Stain reduction Stain reduction Wet treatment Wet treatments Pigment consolidation Pigment consolidation Mending/lining Mending Repair to binding Mending note Repair to binding Sewing Sewing Reuse Old Spine linings Sewing note Endband style Japanese paper/paste, Use old linings Spine linings Endband core Endband style Endband thread Endband core Endband repair Endband thread Reback Endband repair Endpapers Reback Japanese paper Board reattachment Japanese paper Endpaper Rebind Board reattachment New cover materials Rebind Binding refurbishment Mend New cover materials Dust jacket, Mylar Housing Binding refurbishment Housing Dust jacket, Mylar Estimated treatment time 20 minutes Materials notes Consolidated board edges with paste.

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Actual treatment time

24 minutes



STRANGERS
STRANGERS
AND PILGRIMS
LOGRODAJA-R.MAXWELL

BEFORE TREATMENT

151-2626

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S_2020_61_1_BT.TIF





S_2020_61_2_AT.TIF

S_2020_61_2_BT.TIF





S_2020_61_3_AT.TIF

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