

September 1, 1965.

Mr. William E. Story, Gallery Supervisor,
Ball State University,
Department of Art, Art Gallery,
Muncie,
Indiana.

Dear Mr. Story:

Your letter came during my vacation and that is why an answer has been delayed.

The problems of matting and storing our collection involve so many questions that it would be impossible to answer all of them in a single letter. I suggest that you visit our department sometime and see for yourself how this work is done. I shall be very happy to give you a detailed description with the materials before us.

The matboard used for prints and drawings is Ivins All-rag Mounting Board manufactured by the Nelson-Whitehead Company. It is more convenient to obtain this through Carpenter Paper Company, 723 South Wells Street, than to order it from the manufacturers. However, since we have begun forming a collection of photography, we have used (for photographs) Strathmore All-rag Mounting Board as the quality of white is more agreeable for some subjects than that of the Ivins board. Both are made in different thicknesses. For the back mat (on which the print is placed) we use 2 ply; for the front mat (in which the opening is cut) we use 4 ply. The prints are attached by Japanese paper hinges, using wheat paste. Never use rubber cement, Scotch tape or masking tape. The Strathmore board and Japan paper may be purchased in most art supply stores. The front and back mats are attached by book-binders' linen tape which may be obtained from book-binders' supply shops.

I hope this will be of some help to, but I do hope you visit this department before long so that you may see how the work is done.

I remember with much pleasure my visit to Ball State University this spring and wish I could have stayed longer.

Yours sincerely,

Hugh Edwards, Curator of Photography;
Associate Curator of Prints & Drawings.