SAMPLE DOCUMENT

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The document contains the following required elements:
- Acquisitions/Accessioning
- Access and/or use of collections
- Care
- Deaccessioning/Disposal
- Inventories and/or documentation

The document contains the following additional sections:
- Loans
  - incoming
  - outgoing
- Use of proceeds from the sale of deaccessioned collections

- Abandoned Property/Unclaimed Loans
- Appraisals
- Authority
- Categories of Collections
- Code of Ethics
- Cultural Property
- Glossary
- Housekeeping
- Other: Collection Numbering Procedures, Exhibits Cleaning Guidelines, Data Logger Instructions, Collections Location Changes, Forms

This is the Collections Management Procedures Handbook for the Society's 32 historic sites.

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COLLECTIONS MANAGEMENT AT MHS HISTORIC SITES
PROCEDURES HANDBOOK

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A. Introduction

This procedures handbook was developed to serve as a guide to managing the permanent collections located at the Minnesota Historical Society’s historic sites. Many of the sections (and forms) are located separately on the Society’s intranet site, Fletcher (http/intranet.mnhs.org), and on the Society’s shared network drive at S: IP/Sites. Like any working document, this is not static but serves as a benchmark for practice and decision-making as it relates to the Society’s permanent collections at historic sites. Specific questions regarding collections management should be directed to the Site Liaison, the Conservation Department or the Office of the Registrar, as applicable.

Project Staff, Holly Johnson and Rob Kelley, review artifacts to be relocated as part of the Project to Relocate American Indian-Associated Collections from the Sibley House Historic Site in 2002.

I. Mission Statement

It shall be the purpose of the Minnesota Historical Society (hereafter called the Society) to nurture among people knowledge of and appreciation for the history of Minnesota. To realize this objective, the Society shall collect and preserve the materials and records of human culture relating to Minnesota and Minnesotans, serve as an information center on and for the state, and, through research and interpretation, illuminate the human story. It shall counsel and assist organizations, institutions, units of government, and individuals in identifying, preserving, and interpreting the cultural resources of Minnesota. Among the official state historical functions accepted by the Society and defined by statute are those of serving as a free public research library, overseeing the preservation of the State Capitol, and administering the state's historic preservation, public records, archaeology, and folk life programs.

For the cultural enrichment of people everywhere, the Society shall make the collections confided to its care accessible, conduct and encourage scholarly research, and, through these efforts, continue to illuminate the Minnesota story.

Through fostering a sense of history among all Minnesotans, the Society enriches the state's cultural environment and enables people everywhere to draw strength and perspective from the past and impart purpose to the future.

II. Introduction

Since 1849, the Minnesota Historical Society has been building a collection of books, newspapers, objects, archaeological artifacts, manuscripts, art, photographs and other treasured materials that illuminate the Minnesota story. These priceless collections provide the tangible presence of the past. They are the irreplaceable record of our state's history. The Society holds these collections in trust for Minnesota's people, for today, tomorrow and for the years to come. These collections and their care, maintenance, and use are fundamental to the Society's program. As steward of Minnesota's historical collections, the Society has a premier duty to safeguard the collections as well as to make them available for use by the public. The Collections Management Policy was written to guide the institution in this stewardship.

The guidelines, standards, policies, and practices set forth in the following pages comprise the Collections Management Policy of the Minnesota Historical Society, adopted by the Executive Council on September 22, 1994. This policy governs the acquisition and management of all of the Society's various and extensive collections. It defines and describes the roles and responsibilities of the Society's staff members, its director, and trustees in activities related to the collections.

Within this policy, sections on collecting goals and objectives and the acquisition process describe the planning efforts for adding to the collections and the steps by which items come into the Society's collections. The policies on use and loan of collections define the conditions and the process for making the collections available to the public and to departments of the Society. The purpose of the conservation policy is to ensure the lasting viability of the collections for continuing
use. Finally, the policies on deaccession and disposal govern the removal of items no longer considered appropriate for the collections.

The Society acquires and manages its collections in accordance with prevailing professional standards, with Minnesota Statutes Chapter 138, and with all relevant federal law and international conventions. Procedure manuals separate from this policy guide each curatorial department in managing its collections.

III. Collecting Policy

Consistent with its mission, the Minnesota Historical Society's collections focus on Minnesota and its peoples from ancient times to the present. Items are collected by the Society for their value in illuminating the past. The Society may consider for acquisition almost any material that has a documented association with the state's history and is in such condition that it can be maintained to ensure its lasting viability. In its collecting activities the Society seeks to be inclusive and to reflect the pluralism of Minnesotans.

The Society collects items that bear a relationship to Minnesota, to its peoples, and to their interaction with the larger society, both national and international. Minnesota is a collecting focus, but not a constraint, and materials in the collections may transcend the political boundaries of the state. The Society collects a wide range of historical materials from handwritten manuscripts to electronic records and from photographs to archaeological shards and historic sites. While some items are unique or rare, others were commonly available at the time of their use.

The collections are currently organized within these categories: archaeological items, art works, government records, historic properties, manuscripts, maps and atlases, material culture, oral history, printed materials, and sound and visual media. The Society generally does not collect natural history specimens. It does not collect human remains.

The Society cooperates with the collecting efforts of other organizations in the state including local, county, and regional historical societies, and other major cultural and educational institutions. Such cooperation is undertaken to foster economy, efficiency, and good will within this community.

IV. Collections Management Policies

The preponderance of the Society's collections have been donated by the people of Minnesota. While the Society purchases items from time to time, donations continue to be the largest source of material for the collections. Through the generosity of Minnesotans, the Society receives many offers of items for its collections. Each offer is evaluated with care, taking into consideration its value to the collection as well as its probable impact on the Society's resources. The significant costs of cataloging, storing, and preserving materials requires that the Society be judicious in deciding to acquire items. Ultimately, only a small number of items offered to the Society are added to the collection.
A. **Collecting Goals**

To guide the process of considering donations and purchases, the Society develops long-range and annual collecting goals. The long-range collecting goals are set by the Collections Advisory Committee. These goals reflect the institutional strategic plan; the research interests of members of the public using the collections; the needs of the Society's public programs; and the curators' assessments of areas in which the collections should be strengthened.

The Society's director appoints the committee, which is comprised of staff members responsible for collections and interpretive programs. The committee makes an annual report to the director, who in turn reports to the Executive Council Committee on Collections and Historic Sites.

Working from the goals established by the Collections Advisory Committee, curators and collections managers specify collecting goals in their annual work plans.

B. **Acquisitions Process**

The process for acquiring an item, whether through donation or purchase, involves the curators; their supervisors; and the Acquisitions Committee, comprised of staff members appointed to the committee by the director; and, in certain cases, the director and trustees.

The initial assessment of materials for acquisition is made by the responsible curator who then makes a recommendation to the Acquisitions Committee. The role of the Acquisitions Committee is to discuss potential acquisitions and to advise the curator to acquire or not to acquire items. The committee provides the opportunity for staff members to share information about potential acquisitions and to coordinate acquisitions activities. Meetings of the Acquisitions Committee are open to any interested staff member.

The final decision to accept items for the Society's collections is made by the curator, with approval of his or her supervisor.

Acquisition of certain items must be approved by the director and by the Executive Council Committee on Collections and Historic Sites. The curator refers decisions to the Society's director when the acquisition under consideration: 1) is valued at more than $5,000; 2) is larger than 500 cubic feet; 3) is a historic property; or 4) requires significant expenditure of resources beyond the purchase price.

The director refers decisions to the Society's Executive Council Committee on Collections and Historic Sites when the acquisition under consideration: 1) is valued at more than $25,000; 2) is larger than 2,000 cubic feet; 3) involves a historic property; or 4) requires significant expenditure of resources beyond the purchase price. This committee refers its recommendations to the Executive Council for final approval.

The Society accession its collections in accordance with current professional standards. For all acquisitions, the Society creates and maintains a permanent record documenting how the material was acquired, its provenance, and all subsequent transactions.
All acquisitions become the sole and absolute property of the Society. A legal agreement between the Society and the donor or seller is executed and becomes part of the permanent record.

The Society prefers to acquire materials without restrictions. When requested by the donor, the Society may agree to restrict access for a limited period of time. The curator responsible for the acquisition will negotiate with the donor to achieve the least restrictive conditions possible. All restrictions and their effective dates are set forth in the legal agreement between the donor and the Society. The Society adheres strictly to all conditions of such restrictions.

The Society prefers not to accept items with requirements for periodic display and does not acquire collections with requirements for permanent display. Items are not accepted into the collections on deposit or for long-term loan.

The Society's staff members do not appraise donated materials. The Society may provide potential donors with the names and addresses of independent appraisers, but may not pay for these appraisals. The Society's staff members do not provide tax advice or interpretation of tax laws.

**C. Use Policy**

The collections of the Minnesota Historical Society are accessible to the public at the Society's research center and historic sites and through its education, exhibition, and other public programs. The following policies are established in order to preserve often fragile and aged materials while providing maximum access to the collections.

Use of collections materials requires cooperation between the staff members using them and the curators and conservators responsible for them. These parties must make every effort to safeguard collections items to ensure their long-term preservation while making them available for the use and enjoyment of the public.

The Society respects the special nature of funerary and sacred objects and may apply restrictions on the study and exhibition of these collections.

Printed, manuscript, photographic, audio, and moving-image items in the Society's collections may be reproduced as provided under the fair use provision of the United States copyright law. The Society may refuse to permit the copying of a collection item if, in its judgment, such reproduction would violate the copyright law, violate the donor agreement, or pose a threat to the physical integrity of the item.

Publication, exhibition, or broadcast of an item from the Society's collections requires written permission from an authorized member of the Society's staff. This permission is required whether or not the Society is the copyright holder. Permission also may be required from the copyright holder.
Reproduction of collections items must be approved by the Society. A reproduction fee usually is charged for commercial use. Any reproduction or replication must be clearly identified as such.

D. **Loan Policy**

The Society may lend items from the collections to qualified institutions upon receipt of a Minnesota Historical Society loan request form and facility report. All loans are subject to conditions specified by the Society. Some materials, such as microforms and certain published works, are loaned through the American Library Association Interlibrary Loan system (ILL) to participating ILL institutions.

The Society's central registrar administers all loans, in cooperation with the appropriate curators and conservators, and maintains a complete record of all aspects of each loan transaction.

E. **Conservation Policy**

The conservators, working with the curators, collections managers, and the central registrar, are responsible for protecting collections, advising on their use, maintaining proper environments, monitoring materials used in exhibitions, periodic evaluation of the condition of collections, and providing reasonable standards and safeguards for items in transit and on exhibition or loan.

Preventive conservation practices and measures are preferred to conservation treatment. The goal of the conservation program is to stabilize and maintain original material through the least intrusive means practicable. Any conservation treatment must respect the historical integrity of the item.

Conservation treatments must be approved by both the responsible conservator and the curator. Society conservators monitor treatments undertaken by outside conservators.

The Society subscribes to the ethical standards established by the American Institute for the Conservation of Historic and Artistic Works in all conservation treatments of its collections. For historic structures, the Society complies with the Secretary of Interior's standards for restoration and rehabilitation.

F. **Deaccession Policy**

Deaccessioning, the process of removing accessioned materials from the collection is done with extreme care and sensitivity and only under certain limited conditions. Deaccessioning is considered only for an item that meets one or more of the following conditions: 1) it is no longer relevant and useful to the mission of the Society; 2) it cannot be properly stored, preserved, or used; 3) it no longer retains its physical integrity, identity, or authenticity; and 4) it is unnecessarily duplicated in the collections. Deaccessioning can occur only when the item is clearly owned by the Society. Proof of ownership is not required to deaccession items that have negligible market value.
The Society always considers the donor's intent in the deaccessioning process. Express or specific restrictions accompanying the original donation are followed unless adherence to such restrictions is no longer possible or would be detrimental to the collections or the institution. When the acquisition includes a restrictive statement, the Society consults with the donor or donor's heirs before proceeding to deaccession. If necessary, the Society may seek relief from such restrictions through legal action.

When the conditions for deaccessioning have been met, the appropriate curator may recommend deaccessioning to the Acquisitions Committee. Approval of the Acquisitions Committee is required for deaccessioning.

For items that are estimated to be worth more than $5,000 and for historic properties, the Acquisitions Committee's decision must be approved by the Society's director.

For items that are estimated to be worth more than $25,000 and for historic properties, the director refers decisions to the Executive Council Committee on Collections and Historic Sites. This committee then brings its recommendation to the Executive Council for final approval.

The Society thoroughly records and permanently preserves the conditions and circumstances under which items are deaccessioned.

G. **Disposal Policy**

In disposing of items, the Society must balance the interests of the public for which it holds the collection in trust, the donor's intent in the broadest sense, the interests of the scholarly and cultural community, and the institution's financial well-being. The Society considers transfer of deaccessioned items, through gift, sale, or exchange, to other public institutions where they will continue to benefit the public and serve the purpose for which they were acquired. Proceeds from the sale of a deaccessioned item are used only for the acquisition or direct care of the Society's collections.

Following the decision to deaccession, it is the responsibility of the curator to decide the best method for disposal of the item and to discuss this decision with the Acquisitions Committee. The final decision on the method of disposal is made by the curator with approval of his or her supervisor.

For items worth more than $5,000 and for historic properties the method of disposal must be approved by the Society's director.

For items worth more than $25,000 and historic properties, the director refers decisions to the Executive Council Committee on Collections and Historic Sites. This committee then brings its recommendation to the Executive Council for final approval.

The Society does not give or sell deaccessioned items to Society staff members, volunteers, members of the Executive Council, officers of the Society, or members of the immediate
families of any of these parties. Any staff member who is involved in the decision to deaccession an item may not acquire the deaccessioned item. Because Executive Council members and officers of the Society are involved in decisions to deaccession items with an estimated value of over $25,000, they may not acquire such deaccessioned items. Trustees who acquire deaccessioned items of a lesser value must disclose the acquisition in writing to the Society's president and director.

No item clearly owned by the Society may be returned to the donor unless specific provisions were made in the deed of gift. However, the Society may offer the donor first refusal if the item is to be sold.

When the Society transfers legal title to another institution it provides the new owner with the complete record of all transactions related to that item. Documentation of the disposition of deaccessioned materials is maintained as part of the Society's permanent records.

V. Ethics Statement

A possibility for conflict of interest exists whenever a staff member or trustee personally collects items of a type collected by the Society. When collecting, these individuals should always consider the interests of the Society over their own personal interests. The Society has the responsibility to inform its trustees and staff members of its collecting goals and of the potential for conflict of interest.

A staff member or trustee considering the acquisition of a historically significant item that may be within the Society's collecting goals should bring the intended purchase to the attention of the appropriate curator in a timely manner to determine whether or not the Society is interested in acquiring the item for the collections and has funds for the purchase. If the Society does not intend to acquire the item, the individual may then proceed with his or her personal purchase. When it is not possible to consult the curator in advance, the individual may acquire the item but should inform the curator shortly after the purchase is made. If the Society is interested in the item, it will reimburse the employee or trustee the amount of the purchase price.

Society staff members and trustees may not use their institutional affiliation to promote their own or their family members' personal collecting or business activities. No staff member may participate in any dealing (buying or selling for profit as distinguished from occasional sale or exchange from a personal collection) in items similar or related to the objects collected by the Society. Additional restrictions on personal collecting may apply to certain staff members who have direct responsibility for collecting. Such restrictions will be written into these staff members' position descriptions.

The guidelines outlined above do not apply to 1) items acquired prior to the adoption date of this policy; 2) items acquired prior to employment or service on the Society's governing board; 3) items acquired through bequests or as genuine personal gifts; or 4) items that are readily available on the market.

The Society does not acquire, by direct or indirect means, an object that it has reason to believe has been unethically or illegally obtained or that has been obtained in violation of international agreements or federal or state laws. The Society endorses the 1970 UNESCO convention and other
applicable antiquities statutes that prohibit "the illicit import, export and transfer of ownership of cultural property."

VI. Addenda

A. Definitions of Collections

Archaeological Collection

The archaeological collection consists of excavated material culture dating from over 9,000 years ago to the present. This collection includes over 800,000 objects in wood, metal, ceramics, glass, horn, animal bones, leather, stone, and plastic. It is particularly strong in material from the Old Copper Culture (6,000 - 3,000 B.P.), the 19th century settlements of Fort Snelling and the Lower Sioux Indian Agency, and 19th century industrial sites along the West River Parkway in Minneapolis. The Society is recognized internationally for the quality of its fur trade holdings.

Art Collection

The art collection contains more than 5,000 paintings, drawings, and prints of Minnesota people and places and works by artists who have spent significant portions of their careers in the state. The art works date from the 19th century to the present. The collection is strong in mid-19th century landscapes and portraits, Minnesota art of the Depression era, and 20th century prints in a variety of media.

Government Records

Non-current state and local government records of permanent, historical, legal, or administrative value comprises the state archives collection of approximately 50,000 cubic feet of paper records and microfilm. Records date from the establishment of Minnesota Territory in 1849 and include files created by the executive, judicial, and legislative branches of government. Local government records include those of Minnesota’s counties, cities, school districts, townships, and regional government organizations. Records range from correspondence and studies to selected case files and vital records.
**Historic Properties**

The Minnesota Historical Society administers a network of 32 historic properties throughout the state. These historic properties include 93 historic structures totaling more than 400,000 square feet of space on 1,864.20 acres of land. Included within the scope of most historic properties are undisturbed archaeological resources, either original or reconstructed standing structures (ranging from small outbuildings to industrial sites and mansions), and material culture collections. These historic properties document over 5,000 years of human existence in Minnesota and range from petroglyphs carved on a red quartzite outcropping in the southwestern Minnesota prairie to a 20th century lighthouse on the western shore of Lake Superior. Themes represented by historic properties include architecture, American Indian life pre- and post-European contact, agriculture, commerce, forestry and lumbering, fur trade, politics and government, medicine, military, milling, missionary activity, social history, urban development, and transportation.

**Manuscript Collection**

The manuscript collection is comprised of letters, diaries, minutes, reports, and related material created by individuals, organizations, and institutions. The 37,000 cubic feet of manuscripts held by the Society date from the 17th century to the present and range from a handful of letters to thousands of boxes of corporate records. These collections are particularly distinguished in the areas of agriculture and agribusiness, lumbering, philanthropies, transportation, women's history, politics, the U.S.-Dakota conflict, the Civil War, and the environment.

**Map and Atlas Collection**

The collection of approximately 38,000 maps and 1,800 atlases is comprised largely of maps of Minnesota Territory, the state of Minnesota, its regions, counties, and cities. The collection includes detailed topographic maps of the entire state and fire insurance maps of more than 950 Minnesota cities and towns from as early as 1875 through the 1970s. It also contains maps of North America, Canada, the United States, and the Midwest dating from the 16th century to the present. The atlas collection includes standard reference atlases, detailed county atlases showing individual landowners, and atlases of major urban areas.

**Material Culture Collection**

The material culture collection consists of approximately 165,000 objects ranging in size from a souvenir button to a resort cabin. The collection, which documents the diversity of life in Minnesota, includes furnishings and other objects associated with the Society's historic properties; late 19th through mid-20th century objects associated with business and domestic life; Ojibwe and Dakota material culture; political materials; Minnesota arts and crafts; corporate artifacts; clothing and textiles; and materials associated with Minnesota's tourism industry.
Oral History Collection

The oral history collection includes more than 1,500 recorded interviews. The collection is especially strong in the subjects of Minnesota politics, labor, business, and agriculture. Subjects with major focus include the farm economy, environmental issues, the resort industry, the power line construction controversy, and ethnic life focusing on the African-American, Mexican-American, Hmong, and Khmer (Cambodian) communities in the state. The collection includes tape recorded interviews, their transcripts, and an increasing number of videotapes.

Printed Materials

The collection of printed materials includes books, pamphlets, serials, and microforms which contain a wide variety of information on the state and its people. Areas of strength include Minnesota imprints; county, community, church, school, and organizational histories; family histories and other genealogical materials; histories of Minnesota business, labor, and political organizations; American Indian and immigration history; and Euro-American exploration of the Upper Midwest, Great Lakes, and the Trans-Mississippi West. The collection also includes fiction, drama, and poetry by Minnesotans and the publications of Minnesota's small presses.

The Society has virtually every newspaper published in the state since the first territorial paper in 1849. Due to the acidic nature of newsprint, this collection is preserved in microform, with one complete set of the St. Paul Pioneer Press preserved in original paper format.

Sound and Visual Collections

The sound and visual collections include the photograph collection, music and recorded sound collection, and moving image collection.

The photograph collection of a half-million items in a variety of media includes fine art, commercial, and amateur photography and photojournalism, primarily by Minnesotans, from 1850 to the present. Identified images of Minnesota places, people, industries, activities and events are collected. The collection is strong in landscapes and portraiture, and in images of Native Americans, agriculture, lumbering, mining, transportation, and family life.

The moving image collection centers on news and documentary film and videotape produced in Minnesota or by Minnesotans. In addition to 3 million feet of KSTP television news film dating from 1948, the majority of the 2,500 pieces in the collection are commercially or independently produced films and videos. Home movies and amateur films are also part of the collection.

The 2,500-item music and recorded sound collection includes published music of all types written or performed by Minnesotans, speeches, audio books, and radio programs by Minnesotans. The Society has been designated by the state legislature as the "historic music center," the official repository for music published in Minnesota by Minnesota composers and performers. The collection does not include performance tapes or field tapes.
B. Program Use Materials

The Society acquires some historical materials for use in its programs with the understanding that these items may be consumed or damaged as a result of such use. Program use materials serve, for example, as teaching aids or interpretive pieces in the historic sites, education, and exhibits programs. These items are not part of the Society's collections as defined in the Collections Management Policy.

Program use items are typically common and readily available on the market, may duplicate existing collections, may have no Minnesota connection, may have no associated documentation, may be incomplete, or may be in a nonpreservable or unstable state. Whenever possible, reproductions or other substitutes are used rather than original artifacts.

Program use materials are acquired through purchase or by donation to the Society department that will be using them. The appropriate collections curator must be consulted before any historical materials are acquired for program use. Such items are not accessioned, registered, or cataloged according to the professional standards accorded permanent collections, but are inventoried as an asset of the program acquiring them.

C. Curators and Collections Managers

Curators and collections managers (generally referred to as "curators" throughout this document) include: acquisitions librarian (books, periodicals, newspapers, pamphlets, and other printed materials not listed elsewhere); chief of manuscripts acquisitions (manuscript collections); curator of art (works of art); curator of historic sites collections (permanent material culture items in the historic sites); curator of sound and visual collections (photographs, films, videotapes, recorded music and other audio-visual media); historic sites managers (their specific historic property); map curator (maps and atlases); museum collections curator (material culture items, often called artifacts or museum collections, including archaeological material); oral historian (oral history collections); and state archivist (Minnesota government records).
C. Historic Sites Documentation Project (HSDP)

The Historic Sites Documentation Project (HSDP) was initiated by a federal grant awarded to MHS. It began in May 1996 with the objective to establish a minimum level of collections inventory. This documentation would in turn, facilitate collections management and care at the Society’s historic sites. Phase I of the project lasted fifteen months and was primarily funded by IMLS-GOS (Institute of Museum and Library Services-General Operating Support) and MHS Historic Sites R & R (Repair and Replacement) funds with staff support and additional funds and resources provided by the Museum Division. A sites database of almost 30,000 records was created and permanent collection inventories were completed at twenty-three historic sites.

Phase II of HSDP began in 1998. The objectives of Phase II were to apply accession numbers to unnumbered artifacts, have curators review all unnumbered collections at each site (a curatorial review) and update database records. Museum curators reviewed all artifacts at each site to determine the status of the following:

- found in collections (FICs) objects; to identify, with the site manager, whether or not they should be integrated into the permanent collection
- general condition of collections
- general scope and content of collection at site and applicability to interpretation at site.

Between 1998 and 2002, curatorial reviews were completed at the following sites:

- James J. Hill House
- Alexander Ramsey House
- Jeffers Petroglyphs
- Charles A. Lindbergh Site
- Fort Ridgely
- Comstock House
- Lower Sioux Agency
- Grand Mound
- Lac qui Parle
- Historic Forestville
The purpose of Phase III of the HSDP was to review curatorial summaries, create cross-departmental work plans, number found-in-collections accepted into the permanent collections and to continue inventories to keep data as current as possible.

Funding for HSDP ceased in fy03. At that time, sites still requiring a curatorial review were: Split Rock Lighthouse, Folsom House, Oliver Kelley Farm, Sibley House Historic Site, NW Co. Fur Post, Minnesota State Capitol, Harkin Store and the Mayo House. Since then, modified collections/curatorial reviews have been completed at Forest History Center (2002), Split Rock Lighthouse (2003), Oliver Kelley Farm (2004) and the Folsom House (2004-2005).
D. Temporary Deposit Receipt

This procedure is followed when considering gifts or purchases of artifacts from outside donors or vendors for the collections of the Society at historic sites.

- Temporary Deposit Receipt (TDR) form is completed by site staff, yellow copy to depositor.
- Original of form (photocopy maintained at site) is forwarded with photograph of object or with object itself to Site Liaison. Site also submits written recommendation to:
  1) Decline object
  2) Accept for program use collection at site
  3) Accept for permanent collection to
     a) display at site
     b) store at Minnesota History Center
     c) store at site
- Site Liaison forwards all pertinent information to the appropriate collections curator.
- Appropriate curator and/or Acquisitions Committee, reviews object(s) and site recommendation. Decision is made to either/or:

  **Accept for permanent collection**

- Curator sends acknowledgment letter and Deed of Gift to donor. Letter is copied to both the site manager and Site Liaison.
- Site staff files copy of acknowledgment letter with original Temporary Deposit Receipt in an acquisition or accession file at site.
- Following return of signed Gift Agreement to appropriate curator, a number is assigned to the gift. Permanent collection artifacts are given accession numbers and the appropriate Society staff creates documentation. This number is forwarded to the site manager for marking the artifact and recording to appropriate site files. If the object has been transferred and reviewed at the Minnesota History Center, the site will be given a date by which the object will be relocated to the site.
- Object record and location is entered to KE EMu by appropriate collections staff.

  **Decline**

- Appropriate curator notifies Site Liaison of decision. Site Liaison communicates decision to site staff.
- If object is declined and the site and depositor have agreed that it can be kept for program use, site staff is responsible for completing the Gift Agreement and Receipt form to acknowledge gift for that purpose. Mail a cover letter, a self addressed envelope, and two copies of the Gift Agreement and Receipt form to the potential donor. Copies of the returned Gift Agreement and Receipt form should be filed with original TDR at the site; all records relating to program use material are to be managed by the site. The Site Liaison may provide number assignments for PUMs. Marking this material is managed by the site.
- If object is declined and to be returned to depositor, site staff is responsible for sending the appropriate correspondence requesting that object be picked up from the site as soon as possible. If the object was brought to the Minnesota History Center for curatorial review, it is the Site Liaison’s responsibility to arrange for its return to the site or depositor.
- Any of the above mentioned forms are available through the Site Liaison or Registrar’s Office.
PROCEDURE FOR ACCEPTING GIFTS USING GIFT AGREEMENT AND RECEIPT FORM

The Gift Agreement and Receipt form is to be used whenever Society staff are accepting donated materials for exhibit. Collection curators may also use the form in place of a Temporary Deposit Receipt in situations where the donor of the materials does not want unaccepted materials returned. Site staff may also use the form as acknowledgment for gifts brought in on a TDR form and intended for program use, once a collection curator has declined it for the permanent collection.

Two copies of the Gift Agreement and Receipt form (with the front page printed on MHS letterhead) are completed and signed by the donor and the Society employee. One copy is for the donor’s records; the other is for the receiving Society employee’s records.

The Society employee who accepts the gift makes a copy of the agreement form for the Central Registrar’s office, or to the Site Liaison for donations to sites.

For exhibit use materials, the Central Registrar’s office makes a copy of the gift agreement form for the appropriate collections curators so they can make acquisition decisions and for the Development Office for information. The Central Registrar’s office will maintain a central file and database of exhibit use materials received using Gift Agreement and Receipt forms, and will follow up with collection curators to determine acquisition decisions.

For site donations, the Site Liaison makes a copy of the gift agreement form for the appropriate collections curators so they can make acquisition decisions, and will follow up with the appropriate staff accordingly.
GIFT AGREEMENT AND RECEIPT

TO BE COMPLETED BY DONOR:

I own the materials described on the reverse and voluntarily give them to the Minnesota Historical Society as a donation.

It is distinctly understood that the purpose and intention of this gift is to transfer and grant all such rights, title, and interest (for example, property rights and copyrights) I possess in these materials to the Minnesota Historical Society.

At the discretion of the Minnesota Historical Society, material given may or may not be added to the Minnesota Historical Society’s collections, exhibited, or used in educational programs. The Minnesota Historical Society may dispose of material inappropriate for its collections or programs.

Name of donor _____________________________

Address ________________________________

City, state, zip code ________________________

Telephone ______________________________

Donor name as it should appear in a CREDIT LINE if the items are exhibited or published:

________________________________________

Donated by ________________________________

Signature __________________________ Date

TO BE COMPLETED BY THE MINNESOTA HISTORICAL SOCIETY:

The Minnesota Historical Society gratefully acknowledges receipt of the gifts described on the reverse of this agreement. The Internal Revenue Service requires the Minnesota Historical Society to notify the donor that the Minnesota Historical Society provided no goods or services in return for this gift.

Received by ______________________________

Signature __________________________ Date

Please retain this receipt for your tax records.
MATERIALS GIVEN:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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________________________________________________________________________

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________________________________________________________________________

Attach additional sheets if more space is required to list all materials given.
Gift Agreement Letter-SAMPLE

Date

Name
Address

Dear

Thank you for the _________________ that you recently donated to the Minnesota Historical Society. As you may know, the Society and its historic sites acquire some historical materials for use in display and programs with the understanding that these items are not part of the permanent collection. Program-use materials serve, for example, as teaching aids or interpretive pieces in education and exhibits programs. Your donation has been reviewed by the Society’s staff and will become part of the program-use collection at the _________________ Historic Site.

Enclosed please find two copies of our Gift Agreement. Please sign and return one of these copies in the enclosed, self-addressed envelope.

As you may know, the Minnesota Historical Society is a non-profit organization; therefore, donations may be deducted on federal and state taxes, as respective regulations permit.

We appreciate your interest and support of the Minnesota Historical Society at the _________________ Historic Site.

Sincerely,

Site Manager
Site Name
Encls.
DEED OF GIFT

Donor: Date:

Address:

I/We own legal title to the object(s) here described and voluntarily make this gift. All gifts are accepted with the understanding that they become the property of the Minnesota Historical Society and may be used for research, program use, exhibited to the public, or otherwise disposed of according to the policies and procedures of the Society. I/We hereby irrevocably and unconditionally give and transfer to the Minnesota Historical Society all right, title, and interest of the following, together with all intellectual property; copyright, trademark and any associated rights I/We have:

OBJECT(S)

I/We wish that the gift be identified to the public and the records of the MHS as:

Gift of:

To the best of my/our knowledge, the subject of this gift is free and clear of all encumbrances and restrictions:

Date: Signature of Donor:

Date: Signature of Donor:

Date Deed Sent: By:

Date Deed Received: By:
E. Historic Sites – Incoming Loans

Two types of incoming loans occur at the Society’s historic sites:

- loans from the Society’s permanent collections to the requesting site for temporary exhibits organized by Society staff (this includes loans between sites), and
- loans from any other individual or organization for any purpose (exhibit, study, reproduction, &c) to the site.

**LOANS FROM MHS COLLECTIONS TO SITES FOR TEMPORARY DISPLAY**

The first type of request, of museum collections to a site, should be anticipated in site program planning and submitted to the Historic Sites Division administration. These are generally submitted a year in advance of the loan and allow for proper notification and planning by the appropriate collection sections. Transfer of artifacts to long-term exhibit installations at sites is not considered an incoming loan. The movement of these artifacts is recorded as a change in location.

Specific requests that outline the particular items, loan dates and other loan information are submitted by the site manager to the Central Registrar’s Office at the Minnesota History Center in St. Paul at least twelve weeks prior to the loan date. If items are requested for programming that will be advertised to the public, the loan request should be submitted far enough in advance of the program so that the request can be reviewed and approved prior to publication of any announcements about the program. This information is outlined and submitted on a Loan Request Form. Forms are available on the Society’s Intranet, or by request through the Central Registrar’s Office (651/297-1250). For loan requests of more than five items, additional time may be required to process the request. Loan requests are coordinated by the Central Registrar’s Office and reviewed by the appropriate collections staff, conservator(s) and the Central Registrar. After this review, all requests will receive a written response by the Central Registrar’s Office. Depending on the number of items requested and the current workload of staff when the request is received, the review may take as long as eight weeks. Not all requests will necessarily be approved. Approved loans will be coordinated by the Central Registrar’s Office.

If the loan is approved, the Central Registrar’s Office assigns a loan number and records and tracks all relevant information in the Collections Management System. Artifacts are located and retrieved, records are processed and reviewed, cataloging and surveys are completed, and conservation treatment is conducted, if necessary. Items are photographed as needed, then packed and transported to the borrowing site. Outgoing and incoming receipts, provided by the Central Registrar’s Office, are used to track the beginning and end of the loan period, as well as to note any special conditions required. No Agreement for Outgoing Loan is signed between both parties. This is a change to our previous policy.

**LOANS FROM OTHER INDIVIDUALS OR ORGANIZATIONS TO MHS HISTORIC SITES**

The second type of incoming loan to sites is a loan from a party other than the Society to the site. This lender may be a private individual, non-profit organization, business or other type of club or agency. These incoming loans to sites should be referred to the Central Registrar’s Office so that an Agreement for Incoming Loan can be completed prior to the loan start date. The nature of the loan and its contents should be communicated to the Central Registrar’s Office using the Request for Incoming Loan form, which can be found at http://www.mnhs.org/registrar, or by contacting the Central Registrar’s Office (651/297-1250). Items that present a risk to staff, visitors, and other collections or, with Native American Indian material, may be considered sacred or ceremonial, should not be brought to the site on loan.
Requests for incoming loans should be directed to the Central Registrar’s Office at least two weeks, but preferably six weeks prior to the loan start date. The Central Registrar’s Office will communicate directly with the lender to complete the Agreement for Incoming Loan, and will provide incoming and outgoing receipts to the site manager to mark the points of possession.

If items are brought to a site prior to the Central Registrar’s Office completing an incoming loan agreement, site staff should complete a Temporary Deposit Receipt (TDR) at the time of delivery. A copy of the TDR remains on site, the white copy of the TDR is forwarded to the Central Registrar’s Office along with a completed Request for Incoming Loan, and the yellow copy should be given to the depositor (lender). This serves as a receipt of delivery and as a temporary loan agreement until the incoming loan contract is completed. It should be communicated to the lender, however, that the items would not be insured until the terms of the Agreement for Incoming Loan are secured.

policypr\mcproc\incoming
gnd 09/14/2004
F. Historic Sites - Outgoing Loans

In the interest of fulfilling its mission, the Society lends its collections to outside parties that have the legal authority to enter into a loan contract. Loans are made to museums, historical societies, libraries and other organizations, which in the Society’s judgment, can comply with the conditions stated on the agreement for outgoing loan. Loans are also made to outside contractors such as conservators, photographers and other professions requiring direct access to an artifact in performing their work.

All loans will be for specified periods of time and will be monitored according to established procedures. All loans must be contracted for by written loan agreements between the Society and its borrowers prior to shipment or delivery. Property of others in the Society’s custody may not be lent without the owner’s prior written permission.

All requests for outgoing loans of the Society’s permanent collections located at the Society’s historic sites should be made at least twelve weeks prior to the requested loan date. Requests must be directed to the attention of the Central Registrar’s Office (651/297-1250) by the site manager or requesting party. It is preferred that they use a Request for Outgoing Loan form, which can be found at [http://www.mnhs.org/registrar](http://www.mnhs.org/registrar), or by contacting the Central Registrar’s Office (651/297-1250), but may also be presented in a request letter containing the same information. A loan request will have prior approval by the site manager before any other Society staff reviews it.

The Central Registrar’s Office will identify whether or not there is a current Standard Facility Report Form on file for the requesting borrower. If not, the Central Registrar’s Office will forward one to the requestor for their completion. The loan approval process does not resume until this form has been completed and returned to the Central Registrar’s Office. A copy of the completed and returned Standard Facility Report Form is routed to the appropriate collections and conservation staff for review and approval.

Once the borrowing facility is approved, the borrower is notified by the Central Registrar’s Office and the requested items are located and retrieved, transported to the Minnesota History Center for processing, records are processed and reviewed, cataloging and surveys are completed, and conservation treatment is conducted, if necessary. If during this process, a conservator or curator finds that the object cannot be lent due to its condition or any other factor, it may be deleted from the request. The Central Registrar’s Office will notify the requestor of the final approvals of the requested loan items. This notice is copied to the site manager. If approved, the Central Registrar’s Office assigns a loan number and prepares the Agreement for Outgoing Loan. Two originals of the agreement are sent to the requester who signs both originals and returns one to the Central Registrar’s Office. Photocopies of the completed Agreement for Outgoing Loan are sent to the site manager and appropriate collections curator.

The Central Registrar’s Office coordinates all arrangements for packing and shipping to and from the site, the Minnesota History Center (if necessary) and the borrower. The Central Registrar’s Office also ensures that all cataloging, photography, conservation and condition reporting is completed prior to and following the agreed upon loan period. The Central Registrar’s Office maintains all loan files for all outgoing loans. The borrower may be responsible for costs related to treatment, insurance, packing, and/or shipping.

Questions regarding this procedure should be directed to the Central Registrar’s Office (651/297-1250).
G. Permanent Collections and Architectural Features

- All permanent collections should be marked with an identifying accession number. The appropriate curator or Site Liaison provides this number to the site so that the artifact can be marked or, the site provides the artifact to the Site Liaison for numbering. Numbers should be applied as outlined in *Collection Numbering* instructions in Section F.

- Architectural features are those items associated with the building(s) at an historic site that include such things as light fixtures, window, door and other building hardware, building fragments, radiators, grillwork, &c. The management, care and storage of these items are the responsibility of the Historic Sites Preservation and Construction Office. Questions should be directed to the attention of that office at the Minnesota History Center.
H. Use of Permanent Collections

There are situations in which permanent collections are used at historic sites. There are policies and procedures governing the use of these permanent collections; specifically pianos.

The following procedure was developed for *Piano Care and Use* in October 2000

1) All pianos at sites must be on interior walls and away from heat/AC registers and leaky windows.
2) No polishes, solvents, refinishing products, etc. to be used on finished wood.
3) A Registered Piano Technician who is a member of the Piano Technicians Guild must tune pianos at least 1 time per year.
4) The qualified tuners should do a quick condition survey of the instrument at tuning time and record their findings on paper: e.g. loose keypads, lifting ivory, etc. A copy must be emailed, faxed, or mailed to Site Liaison and the Objects Conservator.
5) Any existing records on the instruments at each Site and any previous restoration/maintenance work must be sent to the Objects Conservator for maintenance of those records in the site conservation files.
6) Any breakage reported during use by the musician must be reported to the SCL and the OC ASAP after the occurrence. The piano tuner's treatment proposal to remedy the problem will be approved by appropriate museum staff and conservator before being done.
7) A schedule of concerts and playing sessions must be sent to the Site Liaison and Conservation Department at the beginning of each FY so we are apprised of the rate of use of the objects. This will be informative for tracking wear and breakage with actual use and coming up with rates and predictive models.
8) Musicians must have clean, dry hands when playing the instruments, and wear soft slippers when using the foot pedals. The keys must be wiped clean with a soft, dry, lint-free cloth (dust bunnies are good) after each playing session, and the keyboards kept closed.
9) The public (exempting scheduled musicians) is not to play the instruments for any reason.
I. Program Use Materials (PUMs)

Program Use Material are numbered by historic sites and catalogued in the Collections Management System (KE EMu) by the Site Liaison only to the extent necessary to differentiate them from units in the permanent collection. KE EMu is used to document their acquisition and collection management events for Program Use Materials.

Business Rules: All Program Use Materials acquired by Historic Sites will be recorded in KE EMu with the following exceptions:

- Program Use Materials that will be consumed during the course of a single season or program will not be recorded in KE EMu.
- Program Use Material that the Museum Division uses at the Minnesota History Center is presently recorded in a manual inventory rather than in KE EMu.

The Central Registrar’s Office staff will create records for Program Use Material on loan to the Society. The site staff person who acquires a Program Use Material unit will be responsible for providing the necessary information to the Site Liaison who is authorized to create records.

Program Use Materials will be marked with a code that indicates that the item is a Program Use Material. Program Use Materials that are recorded in KE EMu will be marked as follows: PUM+[KE EMu Unit ID]

Program Use Materials that will not be tracked in KE EMu will be marked as follows: PUM

Program Use Materials of value or that may be difficult to distinguish from other collection or Program Use Materials may also be numbered with KE EMu Unit ID for more accurate identification and tracking.

The historic site that acquires a Program Use Material unit will be responsible for marking the item. It will be up to the site staff to decide who will mark Program Use Materials. Program Use Materials, except as noted below, should be marked in a reversible manner.

For items that are to be heavily used, irreversible marking and/or digital photo documentation may be used instead of the reversible markings.

For PUMs that are not going to be tracked in KE EMu, irreversible markings are acceptable.
J. Collection Numbering (adopted, 1996)

**MHS Museum Collections - Collection Numbering (modified 12/2002)**

The responsibility of numbering museum objects is an important one. An accession number identifies the artifact as part of the Society’s collection and links the object with its documentation. Without this number, an object may become inaccessible. The following are general rules for numbering artifacts at the Society; however, due to the vast variations in our collections, common sense must often be employed in the placement of a number. **If you are uncertain about how to proceed at any time, do ask a conservator for help.**

An artifact’s number must be durable to remain legible over time, but also removable, should the need arise to make a change in the future. The process of numbering should never cause harm to the object. Its location should be easy to find, but in an unobtrusive place so as not to be distracting while the object is on exhibition.

There are several methods for numbering objects. The type of label used depends on the type of material to be marked.

**TEXTILES, CLOTHING, AND FINE BASKETRY**

**Materials to use:**
- black Sakura Micron Pigma pen (waterproof, fade proof, does not “bleed”)
- white plain-weave 100% cotton tape, 3/8” wide, without starch
- white or black fine 100% cotton sewing thread
- fine ball-pointed needles
- scissors

**Where to label:**
- clothing with a neckline: **inside center back of neck (do not obscure existing label)**
- clothing with a waistline: **inside center back of waistband (do not obscure existing label)**
- hats: **inside center back, where crown and brim meet**
- flat, long, or large textiles: **back, lower right corner**
- fragile or fragmented textiles that cannot withstand stitching: **on storage support**
- fine basketry: **bottom or back, depending on structure**
- other types: consult textiles conservator or curator

**Method of labeling:**
- Marks are **not** made directly onto fabrics, rather the number is written on a piece of cotton cloth tape that is then carefully sewn onto the object.
- First be sure the textile is out of potential harm’s way (away from pens, scissors, etc…).
- Write the accession number clearly on a piece of cotton cloth tape using the Micron Pigma pen. Leave about ¼” on either end to fold underneath. This saves the edges from fraying.
- Choose white thread for lighter colored pieces, black thread for darker colored ones. If black or white is still too obvious, colored thread may be used so long as it is 100% cotton and colorfast. Make three backstitches on the tag (not the object) to anchor the thread without using a knot. Make small whipstitches all the way around the label using as few as is necessary to securely attach the label (see diagram 2). The aim is to make certain the label cannot later be snagged, causing damage to the object. When making stitches, use a single strand of thread and be sure not to pierce fibers, rather sew between fibers, through gaps in the weave (see diagram 3). Use a magnifying glass if necessary. Finish with three more backstitches, again on the tag only, without using knots.
- Never sew onto fabric that is in poor condition. If sewing a label on an object could cause it harm, first consult the textiles conservator. It may be necessary to only number its storage support.
- Labels for fine basketry can be sewn in a loop around large, stable fibers when direct attachment is inappropriate. Consult the objects conservator if you have questions.
- Fabric samples are stored in Mylar envelopes and placed in an upright filing system. A piece of white archival paper is placed in the envelope behind the fabric for better viewing and to hold the accession number. It should be written in pencil on the back, upper right side of the paper.
THREE-DIMENSIONAL OBJECTS

Materials to use:
- Acryloid B-72, 20% solution in acetone*
- Acrylic gloss medium, Golden Artist Colors, Inc. (water-based acrylic emulsion)
- Acetone, 100%*
- Roplex AC33
- archival paper tags with soft cotton string
- 2H pencil

Where to label:
- Three-dimensional objects come in all shapes and sizes. Choose an unobtrusive area, usually on the back or bottom of the object. If applicable, the lower right-hand corner is preferable. Clear or transparent objects are difficult. Try to number along an edge where it would be least noticeable. If possible, the number should not be visible while on exhibition. Remember: if you are uncertain about where the number should be applied, ask a curator or conservator for help.
- If an object is lacquered, plastic, wax or has a corroded or porous surface, consult the objects conservator before numbering. Some lacquers, plastics and waxes are soluble in the solvents used. A friable, crumbling surface is not stable enough to hold a label, and a porous surface could absorb the B-72. Proceeding further might damage an object irreparably.

Method of labeling:
- Most three-dimensional objects (glazed ceramics, glass, metals, stone, ivory and bone) can receive B-72 as a barrier layer for the label. Some kinds of basketry, wood, shoes w/o leather soles and plastics should have Roplex AC33 as a barrier layer for the label.
- Applying barrier and surface layers requires some extra care and concentration as you are making an application directly on the object. A clear B-72 barrier or Roplex AC33 layer (whichever appropriate) is applied to the object to create a surface upon which to lay the paper number, followed by a seal that protects the number from easy removal.
- First make sure the surface you will mark is clean and free of corrosion. If it is not, consult the objects conservator.
- It may be advantageous to number a group of objects at one time.
- Beware of drips sliding down your brushes. Try to remove as much excess as possible before approaching the object.

1. BARRIER LAYER
   - Brush on a barrier layer of B-72 or Roplex AC33 (whichever appropriate). A thin rectangular layer is applied. Its size should not be excessive, but should be able to accommodate the number and a topcoat within its boundaries. While the barrier layer remains tacky to the touch, lay the paper accession number on to the sticky surface.
   - If your supply of B-72 becomes too thick, it may be thinned with a small amount of acetone, added 2-3 drops at a time. If your supply becomes yellow, it should be discarded and a fresh batch made.

2. ACCESSION NUMBER
   - Accession numbers are entered in to a word processing document and printed on to a sheet of paper. They may be printed in whatever font size is appropriate for the artifact and the location of the number on the artifact. This may vary anywhere from 2 pt. to 12 pt. font size. They are printed in Times New Roman font type.
   - After a sheet of numbers has been printed, the specific accession number that is going to be applied is cut from the sheet and applied to the barrier layer on the artifact.

3. SEAL
   - If B-72 was used as a barrier layer, a thin coat of acrylic gloss medium is brushed over the paper number to ensure it is secured to the artifact. It will go on white, but will dry to a clear finish. If Roplex AC33 was used, then Roplex AC33 is used as a sealant layer as well. The top coat should be smaller than the barrier layer. Allow to it to dry completely before moving the object.

4. REMOVAL
   - If a mistake or change is made in an applied number, it can be carefully removed with acetone. All layers can all be removed with acetone applied with a cotton swab. Be sure never to re-dip a dirty swab into your supply of solvent. It is important to keep your solvents clean.
   - Use solvents sparingly. They should not come in contact with an object’s surface any more than is necessary. Do not pour solvents into the sink. Contact the objects conservator if you must dispose of any solvent.
PAPER AND PHOTOGRAPHS

Materials to use:
- hard pencil, 2H or 3H
- soft pencil, 2B
- white Staedtler Mars-Plastic vinyl eraser

Where to label:
- Both paper and photographs are numbered on the backside (verso), lower right corner. Try to write behind the frame of a photograph, rather than behind the printed image. If a paper article has printing on both sides, choose the side where the label would seem least obtrusive for exhibition.

How to label:
- Make sure the surface you lay the front of the paper/photograph on is clean and dry.
- With a hard, 2H or 3H pencil, lightly write the accession number on the appropriate area. The pencil should not be dull, but not so sharp that it could cause damage. You want to be certain not to press so hard that the pencil leaves an imprint. You should not be able to see the number from the front side.
- Some papers are very fibrous and could be damaged by a hard pencil. For these, use the softer, 2B pencil. It is more likely to smudge, but it won’t tear the fibers in the paper.
- Mistakes may be erased with a gentle touch of the white vinyl eraser.

HARD-TO-LABEL OBJECTS AND SECONDARY LABELS

Materials to use:
- 2H pencil
- archival paper tags with soft cotton string

Where to label:
- Objects made of fur (skin), leather, or which have heavily corroded or porous surfaces cannot hold an applied label. Instead, their primary label will be a paper and string tag, or, if appropriate, a cotton cloth tape loop (see textiles).
- Choose a strong holding point that will not break or abrade easily if the tag is pulled or caught. If the sharp edges of the tag seem to be a hazard, round them off or use soft Tyvek paper instead. If no safe area can be found, the tag may lie next to the object without being attached. If a garment is stored on a hanger, attach the tag to the hanger and make sure it does not rest on the fabric. If a textile lies flat in storage, situate the tag to its side, again so it does not rest on the fabric.

Method of labeling:
- With a 2H pencil and all uppercase letters, neatly write the following information on a tag:

<table>
<thead>
<tr>
<th>ACCESSION NUMBER</th>
<th>NOMENCLATURE (OBJECT) NAME</th>
<th>COLLECTION CLASSIFICATION CODE (IF KNOWN)</th>
<th>STORAGE LOCATION CODE</th>
</tr>
</thead>
</table>

- The backside may have various additional information important to the curator such as date, artist, style, source, etc.
- Attach the tag by pulling it through a loop in the string (see diagram 5). If the point of attachment is too wide to pull the tag through without stressing the object, remove the pre-attached string and add a longer one (again, 100% cotton) that will comfortably accommodate the object.

FRAGMENTARY AND FRAGILE OBJECTS

If you are uncertain about the safety or possibility of numbering an object, contact a conservator or curator. Even a paper and string tag is unusable in certain cases. Sometimes it is appropriate to label the housing or support for an object as opposed to the object itself. This not only saves the object from being harmed by the act of numbering it, it also reduces further handling of fragile pieces to locate their identity.

DANGEROUS MATERIALS WARNING

“Post-It” notes, as well as any other adhesive tapes or labels, leave residue on the surface of objects that will attract dirt and/or cause yellow stains over time. Do not use these items for temporary labels or any other purpose. While convenient, they ultimately cause harm, and are not appropriate for use with museum objects. Nail polish, correction pens, or “white-out” are also unstable materials and should not be substituted for the proper materials listed in this manual. Even some materials sold by “archival” suppliers (i.e.: Light Impressions, University Products) are not necessarily appropriate for these purposes.
### QUICK REFERENCE:

<table>
<thead>
<tr>
<th>MATERIAL TYPE</th>
<th>PRIMARY LABEL TYPE</th>
<th>LABEL LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>glazed ceramics, glass, metals, wood, stone, ivory, bone, some kinds of basketry</td>
<td>B-72 and ink or AC33 for wood and basketry</td>
<td>unobtrusive area (usually bottom or back)</td>
</tr>
<tr>
<td>leather or skin (fur), heavily corroded metals, unglazed ceramics, other porous surfaces</td>
<td>paper and string tag or cotton cloth tape, loop</td>
<td>unobtrusive spot that will not be harmed by the string; tie loosely</td>
</tr>
<tr>
<td>plastic, wax, lacquered surfaces</td>
<td>consult objects conservator/ AC33</td>
<td></td>
</tr>
<tr>
<td>clothes with neckline</td>
<td>cotton cloth tape</td>
<td>inside center back of neck</td>
</tr>
<tr>
<td>clothes with waistline</td>
<td>cotton cloth tape</td>
<td>inside center back of waistband</td>
</tr>
<tr>
<td>hats</td>
<td>cotton cloth tape</td>
<td>inside center back, where crown and brim meet</td>
</tr>
<tr>
<td>shoes without leather soles</td>
<td>AC33</td>
<td>bottom of sole, close to heel</td>
</tr>
<tr>
<td>socks, gloves</td>
<td>cotton cloth tape</td>
<td>inside opening</td>
</tr>
<tr>
<td>flat, long, or large textiles</td>
<td>cotton cloth tape</td>
<td>back, lower right corner</td>
</tr>
<tr>
<td>fine basketry</td>
<td>cotton cloth tape, loop</td>
<td>unobtrusive area (usually bottom or back)</td>
</tr>
<tr>
<td>paper, photographs</td>
<td>pencil</td>
<td>back, lower right corner</td>
</tr>
<tr>
<td>fabric samples</td>
<td>pencil</td>
<td>back, upper right corner of paper</td>
</tr>
<tr>
<td>fragile or fragmented objects</td>
<td>pencil</td>
<td>storage support</td>
</tr>
</tbody>
</table>

### MATERIAL SOURCES

<table>
<thead>
<tr>
<th>MATERIAL</th>
<th>SOURCE</th>
<th>ADDRESS/CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>pens, paints, pencils, mediums, vinyl erasers</td>
<td>Wet Paint</td>
<td>698-6431 1684 Grand Ave. St. Paul MN 55105 or local art store</td>
</tr>
<tr>
<td>glass containers with or without brushes or eye-droppers</td>
<td>Art Materials, Inc.</td>
<td>872-8088 2728 Lyndale Ave. S Minneapolis MN 55408</td>
</tr>
<tr>
<td>thread, needles, scissors</td>
<td>local fabric store</td>
<td></td>
</tr>
<tr>
<td>plain-weave cotton tape</td>
<td>Bergen Taylor &amp; Cleaning Supplies</td>
<td>1-201-943-4128 9027 River Rd. Edgewater NJ 07020</td>
</tr>
<tr>
<td>archival tags, gloves, Tyvek</td>
<td>University Products, Inc.</td>
<td>1-800-628-1912 517 Main Street P.O. Box 101 Holyoke MA 01041</td>
</tr>
<tr>
<td>100% acetone solvent</td>
<td>local hardware store</td>
<td>contact Objects Conservator</td>
</tr>
<tr>
<td>Acryloid B-72 (sold in 50% solution)</td>
<td>Conservation Support Systems</td>
<td>1-805-682-9843 924 West Pedregosa Street Santa Barbara CA 93101, contact Objects Conservator</td>
</tr>
</tbody>
</table>
HEALTH HAZARD INFORMATION

Acetone is NOT a known carcinogen; however, it is a slightly to moderately hazardous material and can cause some health complications if not handled properly. If you will be using this solvent, either alone or in solution with Acryloid B-72, you need to have attended a “Right to Know” session at the Minnesota History Center within the last year. In addition, you should read the Material Safety Data Sheet (MSDS) for each product at the end of this manual. When handling these materials, the following precautionary steps should be taken:

1. Work in a space with good ventilation.
2. If your hands will be in direct contact with solvents, wear solvent-resistant gloves.
3. If the potential for splashing exists, wear chemical safety goggles.
4. Alert yourself to the nearest accessible location of a water supply.
5. Keep containers tightly closed when not in use.
6. Never place solvents near a heated area or source of ignition. They are highly flammable.
7. Make sure your workspace is neat and solvents are not in danger of tipping over.

Warning signs of over-exposure are:

1. Irritation of the skin, eyes, nose, throat and mucous membranes.
2. Drowsiness, dizziness, loss of coordination, and fatigue.
3. Redness, burning, drying, and cracking of the skin.
4. Burning, tearing, and redness of the eyes.

If you are experiencing any symptoms of over-exposure, discontinue your work in the exposure area and get some fresh air. Wash directly exposed skin with soap and large amounts of water for 15-20 minutes. Flood directly exposed eyes with large amounts of water for 15-20 minutes using the eyewash in the conservation labs. Alert your supervisor to your symptoms and seek medical help if problems persist.

Do not dispose of any solvents in the sink or garbage. Dispose of solvents in accordance with local, county, state, and federal regulations.

Compiled by Gina Nicole Delfino, Central Registrar, Minnesota Historical Society.

Information for this manual was received from:
Minnesota Historical Society Conservation Department staff: Deborah Bede, Bob Herskovitz, Kathy Ludwig, and Paul Storch
Minnesota Historical Society Museum Division Curatorial staff: Marcia Anderson, Nancy Bergh, Patty Dean, Chuck Diesen, and Linda McShannock

The following publications:
P. Lynn Denton and Sara J. Wolf, “Labeling Museum Specimens”, Conservation Notes, No. 11, January 1985, (Texas Memorial Museum, Austin)
K. Care and Handling - Training

Proper care and handling of collections is insured in several ways. Training in collections care and handling is provided to all Society staff, volunteers and interns, by the Conservation Department, on a quarterly or semi-annual basis, as requested. Participants may obtain a schedule and sign up for training through the Site Liaison. Effort is made to provide at least one of these in-house training sessions at an historic site.

Artifact handling articles are available from the Site Liaison. Handouts are provided during artifact handling training and attached as appendices to the Historic Housekeeping Handbook (located at MHS website at: http://www.mnhs.org/preserve/conservation/reports/manual-0102.pdf). Finally, a training video in historic housekeeping is available from the Site Liaison. Numerous web sites (attached in Appendix here) are also provided in an attachment to the Housekeeping Handbook.
L. Historic Housekeeping

One of the primary objectives in operating an historic property is to promote the historical experience to current audiences while at the same time saving it for future generations. Preserving historic sites can be achieved in several ways including building maintenance, sound security practices, monitoring of building environments and mechanical systems, disaster preparedness, integrated pest management and management of collections. Contributing to the success of all of these is basic housekeeping. Cleaning is a fundamental, regular practice that can slow down, (or speed it up, if not done properly!) wear and tear of historic interiors and collections, assist in both security and pest prevention and contribute to building monitoring and maintenance.

Various inquiries from the historic sites staff and a subsequent survey of the Society’s historic sites in 1999 indicated a need for standards of practice in cleaning at sites. A **Historic Housekeeping Handbook** was developed and distributed to all historic sites in July of 2000. This Handbook is also available at the Society’s website ([http://www.mnhs.org/preserve/conservation/reports/manual-0102.pdf](http://www.mnhs.org/preserve/conservation/reports/manual-0102.pdf)). It provides guidelines and information that is useful to maintaining a level of care that advances the long-term preservation of collections at the Society’s historic sites.

The **Housekeeping Handbook** functions primarily as a guide and reference for housekeeping practices. It does not address building monitoring or maintenance, grounds maintenance, security, disaster preparedness or pest management but is an aspect of each of these. It gives some guidelines, practices and resources for the regular upkeep of historic interiors and their contents. It may be used by historic site staff or used in developing contracts for cleaning at a site. It should be part of the foundation guiding each site in its care and upkeep of historic areas.

Cleaning glassware at Alexander Ramsey House, St. Paul, Minnesota, 1999
M. Historic Sites-Exhibits Cleaning Guidelines

A number of historic sites operated by the Society have interpretive centers and exhibit galleries that contain items from the permanent collections. It is important for these spaces to have regular cleaning schedules and practices instituted. The following guidelines are based on the cleaning recommendations and chart developed for the Minnesota History Center exhibit galleries. Regular and consistent cleaning of gallery spaces and exhibits props is part of the institutional mandate to conserve and preserve its collections. Regular cleaning extends the useful life of both objects and exhibits furniture.

- Look for chronic exhibit design problems that pose a potential hazard to people or collections or contribute to vandalism in the galleries and note in comments field on the Historic Sites – Exhibits Cleaning Record. Report these to the Exhibits Project Specialist for the Work Integrated Team for Sites (WITS) using either of the two attached forms.
- Identify frequency of cleaning need by making observations in the exhibit area. Are displayed artifacts in cases? Are the cases sealed? Are artifacts in open areas? Are props and other exhibit components in open areas? How much visitor traffic is in gallery? What is the level of dust accumulation?
- Have copies of the Material Safety Data Sheets (per OSHA regulations) for each cleaning product that your crew is using in the galleries to clean non-artifact surfaces (e.g. floors, rugs, Plexiglas, carpet) on hand at all times. Check for them online at: http://www.ilpi.com/msds/index.html/#Internet.
- Use only Conservation Department approved cleaning supplies and equipment (see Cleaning Supply List). Requests regarding the use of particular products by staff or contractors are to be directed to the Objects Conservator.
- Set up a regular schedule for inspection of the gallery, objects and props using the Historic Sites-Exhibits Cleaning Record or the Historic Sites – Exhibits Cleaning Schedule (attached). These inspections are important to security, identification of damage and preventive maintenance. Copy as needed and set up an accessible file. Using both hard copy and electronic formats is recommended. Inspections and observations must be on a regular basis and consistent, with one staff person (with a backup assigned) responsible for the task.
- Set up a regular schedule for cleaning of the gallery and props. Identify specific spaces, floors, rails, cases and other exhibit sections to be cleaned and define frequency. Perform routine cleaning on a consistent basis. Do not clean artifacts.
- Clean and maintain cleaning equipment after every use; e.g. cleaning out vacuum hoses and tubes and changing vacuum bags frequently.
- Look for signs of pest damage and infestation in the exhibits spaces. If your site has an Integrated Pest Management Program (IPM) in place, record the observations in the IPM log (refer to Section O). Report sightings of pests and pest remains to the Site Liaison.
- Do not attempt to move any permanent collection artifacts on exhibit during cleaning. Most artifacts are attached to their mount or vitrine support in some manner, and an attempted move or removal has the potential to damage the object. Consult a conservator if it is deemed necessary to move the object off display.
- Remove shoes when entering dioramas for cleaning procedures.
- Pay careful attention to where vacuum power cords are laid out in a diorama and gallery. Plan out where ladders are placed within a diorama in order not to damage the ground treatment and props.
- Begin cleaning from the upper areas down. Wipe down the track lighting and ceiling struts/support. Walls should be dusted at least once per year from the ceiling downward.
### HISTORIC SITES - EXHIBITS CLEANING SCHEDULE

**SITE NAME:** ___________________________  **Date filled out:** ___________________________

Determine the cleaning needs of the gallery, exhibits sections and individual objects with the assistance of the Site Liaison and Objects Conservator.

**Key:**
- **Cleaner:** Exh. = Exhibit fabricator staff; Cons. = Conservation staff; CS = Contract staff; SS = Site staff
- **Freq.** = minimum frequency of cleaning in years, e.g. .5 = twice yearly

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<thead>
<tr>
<th>Gallery</th>
<th>Object/Section</th>
<th>Cleaner</th>
<th>Freq.</th>
<th>Problem</th>
<th>Cleaning Method</th>
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HISTORIC SITES - EXHIBITS CLEANING RECORD

This form is to be updated each time the gallery and objects are inspected and cleaned, and kept as a permanent record. Copies are to be sent to the Site Liaison and Conservation Departments after each cleaning cycle.

<table>
<thead>
<tr>
<th>Gallery</th>
<th>Object/Section/Case</th>
<th>Date</th>
<th>Action</th>
<th>Cleaner</th>
<th>Comments</th>
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N. Historic Sites - Display Guidelines

While it is important that our collections be presented to the public, there are guidelines for proper display practices that will help to prolong the integrity of those objects for the future.

This set of guidelines deals with smaller, temporary displays that Historic Sites Division staff may set up during specific seasons or events, and not to the objects and furnishings on permanent display in order to tell the story of the site. Those types of temporary displays typically do not go through a formal exhibits, collections, or conservation oversight process. Applying these guidelines to those displays will help to prevent inadvertent deterioration and damage to objects used in that way.

Please feel free to contact the Conservation Department or Site Liaison for further advice or help with specific questions.

- Choose objects for display that are structurally and chemically stable. Consult a conservator if there are questions on how to determine that for a specific object or material.

- The light level exposure guidelines for works of art on paper and textiles are 50 Lux for 90 days. Finished wood, paintings on canvas, leather, and composites of similar materials can withstand exposure levels of up to 200 Lux for one year. Inorganic materials such as stone, metals and ceramics, do not have exposure limits. Ultra violet and infrared radiation must be eliminated. Do not expose light sensitive organic objects in display cases to sunlight from windows for any amount of time, even if the window has UV film on it. Consult the Conservation Department to make arrangements for light level readings. Blue wool fading indicator cards and relative humidity (RH) indicator cards are available from the Conservation Department to place inside the display cases. Electronic light loggers are also available from the Conservation Department for getting exposure data during a display period.

- Place the case where it is out of direct airflow from heating/cooling duct outlets, drafts and air leaks from windows. Avoid placing cases directly against exterior walls.

- Place the case well out the way of traffic areas and areas of high vibration. Place it on a sturdy table or vitrine base. Use stanchion barriers if necessary to keep visitors from getting too close and knocking into the case. Consult with Site Liaison and Conservation Department staff if object mounts are necessary to support and stabilize a vulnerable object. Obtain Plexiglas book cradles for book displays.

- Avoid using wool felt inside display cases as the felt gives off sulfur that will tarnish metals. Nylon should also be avoided. Polyester, cotton, or a blend is acceptable fabrics to use for mound coverings inside vitrines. Do not use Tygon tubing or any other polyvinyl chloride (PVC) plastic with objects inside a vitrine.

- When historic artifacts are displayed directly on top of other historic artifacts (e.g. placing a dress out on a bedspread that’s on a bed; undergarments on a chair, greeting cards on a table, &c.), it’s best to place a protective material (e.g. Mylar, acid-free tissue) between the two objects.
O. Conservation Treatment Request

Person completing this form: ___________________________ Today’s date: ___________________________

THIS FORM IS USED TO REQUEST CONSERVATION DEPT. SERVICES or SPECIFIC CONSERVATION TREATMENT TO MHS PERMANENT COLLECTIONS. FORWARD COMPLETED FORM TO SITE LIAISON AT THE MINNESOTA HISTORY CENTER.

Need /Work requested:

Date work to be completed by:

All work requests require review by both appropriate curator and conservator, prior to approval.

Following approval, work request for specific lab (paper, object, textile) will be completed by Site Liaison, forwarded to appropriate conservator/lab and copied to Requester.

Present location of collection/conservation need (Site/Building/Gallery/Section/Room/ &c):

Are Site resources available to provide for packing and relocation of artifact(s) to and from Minnesota History Center Conservation labs?

Photograph attached to this request?

Staff reviewing request enters information below this line:

<table>
<thead>
<tr>
<th>Collections Response (Curator Name):</th>
<th>Date:</th>
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<th>Conservation Response (Conservator Name):</th>
<th>Date:</th>
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Work Request Approved?                                Yes   No

Date Site Notified:_______________________________By:_________________________________________

Lab Work Request Sent to (attach copy): Object Paper Textile

Date Sent:____________________________By:__________________________________________________

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Conservation Work Request for Collections at Historic Sites

- Who completes this form?
  The Site Manager, whoever is authorized by the Site Manager, or the organization authorized by contract, to manage the site, makes the request.

- What kinds of collections can be requested for treatment?
  Any permanent collections at historic sites may be requested for treatment. Requests should be forwarded to the Site Liaison.

- What reasons are there for a treatment request?
  The artifact is damaged. The artifact is fragile and in danger of damage. The item has been on display for an extended period of time and requires stabilization. The artifact is dirty and requires professional conservation cleaning care. Be as comprehensive and as specific as possible describing condition and the need for treatment. If possible, attach visual documentation.

- How long does reviewing the request take?
  You should submit your request as soon as a need has been determined (e.g. damage occurs, change in condition is observed, program date identified for special display of collections, &c.). The review process is completed and the site is notified within four weeks. Requests are reviewed according to the item’s importance to the overall permanent collection, its value to the site’s interpretive goals, identified site conservation priorities, need for treatment and staff schedules. Not all requests are approved. Actual treatment may be scheduled within a period of up to twelve months. Make sure that you identify the date you want to have the work completed by if you have a specific need.

- Who packs and moves the collection item(s) for treatment?
  Packing and relocating collections follow established museum and conservation standards. Historic Sites Division and/or Museum Division staffs do the work. The cost of this is the responsibility of the site. In some instances these costs may be assumed by WITS (Work Integration for Sites).

- Is it possible that the artifact will not return to the site?
  Occasionally, an artifact may be in extremely fragile condition and the proper environmental, pest management, storage or display conditions are not available at the site. In such a case, it might be determined that the item be moved to storage at the Minnesota History Center. If a replacement for this object is required, it sets another process in motion.

- Where can I get copies of this form?
  This form is available at the MHS intranet (www.intranet.mnhs.org) and at the shared network drive, S: IP\Sites\CollMgtProcHandbook05. Hard copies are available from either the Site Liaison or Conservation Department.
P. Monitoring Environments

Collections are housed at over two-dozen historic sites in as many different types of environments. These include uncontrolled exhibit environments in interpretive centers and historic buildings, microclimates in display cases, uncontrolled and moderately controlled historic house interiors and displays, various storage environments in historic and modern buildings and exterior environments.

The major environmental factors affecting these collections are light, relative humidity, temperature and air pollution. Human, animal and insect contact also affect the collections. These are addressed elsewhere in this manual.

The following summaries are from the American Institute of Conservation:

- **Radiant energy**, the most familiar type of which is visible light, can initiate or accelerate damage by chemical reaction, especially in organic materials. The three types of radiant energy most likely to effect objects are: ultraviolet light, infrared radiation (heat), and visible light. Ultraviolet light is the most harmful, causing irreversible damage by initiating chemical reactions on a molecular level. Both fluorescent lamps and daylight may contain high levels of ultraviolet light. Daylight also contains infrared radiation, or heat, which can initiate and accelerate damaging chemical reactions. Visible light includes all the wavelengths of radiant energy that let us see color.

- **Relative humidity** refers to the amount of moisture in air. It is stated as a percentage, with 100% being air fully saturated with water vapor. Organic materials absorb or give off moisture in a continuous attempt to achieve equilibrium with the atmosphere. These materials tend to be more stable in a moderate relative humidity (45%-55%), a condition rarely present in normal exterior or interior environments. Relative humidity levels usually do not affect inorganic materials unless they contain salts or are otherwise unstable. Metals, however, are best preserved at low relative humidity. Serious damage can occur when materials are subjected to dramatic, sudden changes in relative humidity over short periods. Prolonged exposure of organic materials to relative humidity above 60%-65% will encourage the growth of molds and fungi.

- **Temperature** is significant because it affects relative humidity. When moist air is heated, the relative humidity decreases; when it is cooled, the relative humidity increases. Temperature is also important because deterioration progresses much more quickly at higher temperatures than at lower ones. Exposure to heat can drastically accelerate the aging of organic materials and of many modern synthetics.

- **Air pollution** can be generated inside buildings as well as outside. Its components include acidic gases, particulate materials, and ozone. Many of the chemicals known to cause human health problems can also harm objects. Indoor sources of air pollution include smoke, dust, paints, stains, cleaning agents, and new synthetic materials such as insulation or carpeting. Both inorganic and organic materials can be damaged by exposure to pollutants. The effects of indoor pollutants, such as acidic gases form wood products or coatings, may be intensified when they are allowed to build up inside cabinets or other closed environments over long periods.
The Conservation Department maintains documentation for ACR dataloggers located at most historic sites. Instructions for downloading this information, at the site, and forwarding to the Society’s Objects Conservator are found here. This information assists in developing plans to meet building needs and in reviewing collection status, move requests and storage needs. Long-range plans are to have ACR dataloggers located at each of the historic sites and monitored by the Society’s Conservation Department. They are currently located and used at the following sites: Ramsey House, Sibley House Historic Site, J.J. Hill House, Minnesota State Capitol, Charles A. Lindbergh Site, Mille Lacs Indian Museum, Split Rock Lighthouse, Forest History Center and Historic Forestville.

Arten hygrometers are small (1” X 2”) units that register the relative humidity and temperature. They are useful inside of exhibit cases and other areas where the more expensive, electronic dataloggers are not feasible or affordable. These hygrometers are available through the Conservation Department and the Museum Division’s WITS (Work Integration for Sites). Readings are recorded on an Excel document (form available at Fletcher and at S drive), reported to the Minnesota History Center’s Objects Conservation Lab, and posted in the appropriate site folder at the shared drive (S: IP/Sites/).
ACR TEMPERATURE AND RELATIVE HUMIDITY LOGGER INSTRUCTIONS FOR USE AT MHS HISTORIC SITES

An ACR data logger is an electronic measuring instrument used to monitor temperature and relative humidity over time. The logger is pre-set to record at 10-minute intervals, 24 hours a day, and is ready to use when you receive it. The current model used at Society’s historic sites is the SR2 (Smart Reader 2) with Trend Reader software for downloading the data from the logger. If you carefully follow the instructions below (p.3), you will be able to download the data from your SR2 and send it to the Objects Conservation Lab at the Minnesota History Center. You will receive a written analysis of the data, along with a graph and statistical table for each monitoring location period on an annual basis. This information can be used to develop ways to eliminate problems or conditions that contribute to a climate that is injurious to your collections and/or building over the long term. It may also be used in planning for construction projects.

If you require assistance with the logger or have any questions regarding this program, please contact Paul Storch, Senior Objects Conservator directly at (651) 297-5774.

Placement, Recording and Sending:

- The logger should be placed in areas where objects are exhibited and/or stored. Select a specific area and return the logger to the same area following each download. It’s important to get a reading from one location for at least a nine to twelve month period before moving it to another area.
- The logger can be attached to ferromagnetic metal using the magnetic strips on the reverse surface.
- If the logger is accessible to the public, secure to a stable surface with a screw through the tab or with a wire.
- Do not place the logger on or near a heat source, direct sunlight or exposure to water or steam.
- Include a simple sketch of the building’s floor plan and note where the loggers were placed.
- The logger is sturdy, however, it will be damaged by water and by being dropped.
- Handle it as you would any other electronic instrument.
- Download and send the data per instructions (page 2).

External Data Record Chart:

- This is a chart that records the outside temperature and humidity. If you can acquire this data on a regular basis (weekly is recommended) and record uncommon events, the data provides a valuable supplement to the internal data that you submit. Use form provided here (page 3).
- Fill out the top part of the data record chart form (name, telephone #, date, &c.).
- Regularly record readings of the outside temperature and humidity. This can be obtained from other sources such as newspaper and media reports (note the time of day that the reading was taken or heard).
- Record “events” which occur during the logging period such as power failure, flooding and anything else that could affect the HVAC system and the continuous readings of the internally housed data logger.

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Instructions for downloading electronic data from data logger:

You should have the following instruments and equipment installed or available. If not, contact the Objects Conservation Lab at the Minnesota History Center:

- ACR Smart Reader or Smart Reader Plus (SR2) Data logger
- Trend Reader Software For Windows 1.042 or above loaded to your hard drive
- IC-100/101 Interface Cable

If you do not have all of these, contact the Senior Objects Conservator to identify needs.

You transfer information from your Smart Reader data logger using the interface cable. Connect one end of the cable to the logger and the other end into a serial port (com1 or com2) on the back of your computer.

- Go to Programs/ACR Info Loggers/Trend Reader for Windows and click on it.
- At the Trend Reader screen, double-click on the logger icon in the lower left corner of the window (either Comm1 or Comm2 if these two icons both appear), or click “Communicate” on the menu bar and then choose the communication port that connects the logger to your computer.
- A window will appear that gives current data in “real time” (see attached). Confirm that the time in the window is correct (if it is not, make a note on the data logger record so that it can be changed or instructions given for making change).
- Your data logger should already be set up to record internal temperature and humidity at a frequency of every ten minutes (in the channel (ON) column, YES should be present [meaning that a channel is active] for internal temperature and internal humidity).
- Click on “Back Up”; this will bring you to a screen with Start Time, End Time and Graph Title. Set the start and end times that you want to back up, log and graph. The Graph Title lists the type of logger and serial number.
- Save File name: Enter the site abbreviation and date (e.g. MLIM1101 (Mille Lacs Indian Museum November, 2001). Click on “back up”
- On the graph image – increase to full size
- Click once to degrees at the left (click on the number). At the screen, “Configure Axis X”, change max to 100 and min to 0. Click “accept”.
- Repeat, as above, for RH (%).
- At format, click on add comment. In add comment box, enter ‘RH’ and drag text box to the RH graph line. Repeat for Temp. The black temp line gets “temperature” and the blue RH line gets “RH”.
- Click on Edit. Past to Clipboard.
- Go to “Open Word Document”. Press Control/V keys simultaneously to paste the selected area to the Word document. Save the document as a Word file (site name, building, room and date (with dashes). Save to the drive/file where you will maintain these files.
- Click on view at toolbar, click on graph statistics.
- Click on Edit. Past to Clipboard.
- Go to the word document with the graph image. Paste the graph statistics to the bottom of this document. Resave.
- Send this document file as an email attachment to the Society’s Objects Conservator every two weeks. Copy the Site Liaison.
- It’s recommended that you retain hard copies on file at the site; print out the document and file. Or, save electronic copy. This data is helpful to collections preservation and to building preservation concerns as well as new construction projects. It can be used in several manners.
- Return the datalogger to its designated location at the site.

Address any comments, suggestions or concerns to the attention of the Senior Objects Conservator or the Site Liaison.
EXTERNAL TEMPERATURE AND RELATIVE HUMIDITY LOGGER DATA RECORD CHART

Please note: This form should be used (make copies of blank form) and submitted to the Senior Objects Conservator at the Minnesota History Center. It allows for a more comprehensive analysis of your data logger information.

SITE NAME: ________________________________________________________

NAME (CONTACT PERSON): __________________________________________

PHONE: __________________________________________________________

PERIOD COVERED ON THIS FORM: _________________________________

TEMPERATURE/RH AND EVENT RECORD

READINGS OF OUTDOOR TEMPERATURE/RH EVENT NOTES

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Q. Integrated Pest Management at Historic Sites

The Historic Sites Division, along with the Conservation Department and Museum Division, will work to develop integrated pest management during fy2004-05. At the present, the Objects Conservation Lab has established specifications for IPM contracts at historic sites, as follows:

SPECIFICATIONS FOR PEST CONTROL OPERATOR (PCO) CONTRACT AT HISTORIC SITES
Paul Storch, Objects Conservator, Daniels Objects Conservation Laboratory (12/2003)
Minnesota History Center, Phone: (651) 297-5774 Fax: (651) 297-2967

Note: These specifications have been adapted from the Ramsey House Historic Site contract developed in 1999-2000.

I. Purpose of the PCO Contract
   a. To offer the monthly control and prevention of pests noted in II.A of agreement; and the monitoring of pests noted II.B.

II. Pests included within the terms of this agreement:
   a. Rodentia: rats, mice, etc.
   b. Dermestids and other museum collections pest will be monitored for on a monthly basis, although actual pesticide or other treatments are not included in this basic contract and will be performed at extra charge.
   c. Fogging and Fumigation: if needed, or requested, may require additional charges, depending on the object and/or space involved.

III. Pests that are not included in routing treatment. Consultation services on control and prevention are included in the general scope for these pests.
   a. Flying insects
   b. Grain beetles
   c. Indian Meal Moths

IV. Scope of Services:
   a. Rodent Prevention:
      i. Inspection of the facility to identify any areas of concern in respect to rodent infestations, and to address those concerns.
      ii. Interior and exterior traps will be strategically placed to prevent rodent infestation.
      iii. Interior and exterior rodent trapping equipment will be regularly maintained.
      iv. Absolutely no rodenticides of any kind or type will be used either in the exterior or interior of the building without prior approval of the Client. No exceptions. Discovery of rodenticide on the premises will be grounds for termination of this agreement.
   b. Insect Prevention:
      i. Insect pest control equipment will be maintained regularly.
      ii. Designated areas such as the kitchen and wall perimeters will be serviced and treated for the insect pests enumerated in II.A.
iii. Blunder traps will be paced throughout the building and keyed to standard floor plans provided by the client. There will be 5-6 traps per room space for a total of ____ throughout the building.

iv. Routine Cleaning and Inspection of actual collections, architectural elements and other objects will be the responsibility of the Client.

V. Frequency of Service:
   a. Regularly scheduled services to be performed once per month at a time that conforms to site operating and tour hours.

VI. Materials and Equipment Utilized:
   a. The application of pesticide materials will be in compliance with all applicable Local, State, and Federal laws and guidelines. Materials Data Sheets (OSHA MSDS forms) will be kept on file in the house.
   b. All pesticides will be applied by Certified and Licensed Technicians (PCO’s)
   c. All pesticides will be applied in a responsible manner with proper notification and area use restrictions communicated in verbal and/or in written format in a clear and timely manner as needed. All pesticides used must be reviewed and approved by the MHS Objects Conservator prior to use on the property and around collections objects.
   d. Certificate of insurance will be provided upon request.

VII. Inspection reports:
   a. A full inspection written report including trap monitoring results, observation, materials used, structural, storage and sanitation concerns, will be provided each month.
   b. Records will be kept in the logbook that is to remain on site.

VIII. Urgent service when needed:
   a. Will be performed promptly and at no additional charge for pests itemized in II.A of this contract.
   b. Services to control infestations of insects listed in II.B will be performed promptly upon request and after review of the proposed treatment by the MHS Objects Conservator, and at a charge based on the required work.

IX. Client agrees to:
   a. Follow the PCO recommendations in regards to:
      i. Storage and sanitation procedures
      ii. Structural deficiencies
      iii. Upkeep of the property pertaining to pest harborage, points of entry and breeding mediums.

X. Service Guarantee:
   a. Should pests, covered under this agreement, be sighted within the building, the PCO should be notified. Upon notification the PCO will take whatever steps needed to eliminate the infestation.

XI. Costs

XII. Renewal
   a. Initial period: twelve months
   b. Costs can be reviewed and adjusted as necessary after 1st twelve months.
R. Historic Sites - Storage Guidelines

- Artifacts not on display at an historic site should be stored apart from non-collection items. Non-collection items are things such as cleaning supplies, props, paint, tools or office equipment and supplies. A specific area for storage of non-displayed permanent collections should be identified and used solely for that purpose. Do not use the basement or attic. These are inappropriate because of their temperature and humidity extremes and susceptibility to pest infestation. If there are no options other than basement:
  - For attic storage, increase the regular inspection and monitor both temperature and humidity.
  - Storage area(s) must be locked and otherwise accessible only to authorized staff.
  - Lights should be turned off when the storage space is not in use. External sources of light should be eliminated.
  - **Allow no food or drink in the storage area.**
  - Do not store items near furnace, radiators, pipes or other sources of water or heat.
  - Do not store flammable materials near the storage area.
  - Keep a fire extinguisher ready for use near or in the storage area.
  - **Keep the storage area clean.**

- Identify all storage areas and appropriate storage method. Artifacts may be wrapped in acid-free tissue and boxed, covered with muslin or hung on hangers or rolled storage units. Shelves should be padded. Items that are stored in other historic artifacts (dresser drawers, china cabinets, &c.) should have barriers of acid-free tissue, board or Mylar, as appropriate, separating artifacts. Consult with the Objects Conservator for storage recommendations or to arrange for a survey of stored collections.
- Identify items that are not covered or boxed. These will need to be cleaned regularly on the site cleaning schedule.
- Inspect all stored objects regularly; at least every three months. Inspect hanging, rolled or boxed artifacts at least biennially (schedule a rotation that will accommodate all artifacts).
- Refer questions regarding storage equipment (shelving, cabinets, &c.) and supplies (acid-free boxes, tissue, ethafoam, &c.) to the Objects or Textile Conservator or to the Site Liaison.
- Work with Site Liaison in identifying specific location codes that will be used to identify storage locations.
- Requests to remove collections from the site, to any location, must be directed to the Site Liaison.

Artifact storage on lined, open, metal shelving, Alexander Ramsey House, St. Paul, Minnesota, 2000
S. Collections Location Changes

- The Minnesota Historical Society owns all permanent collections at all sites. Only those artifacts owned by the Society are considered for relocation to or from a particular site. Legal status of items not owned by the Society must be reviewed prior to any movement.
- Only those collections at contract-managed sites are considered loans from the Society to the organization managing that site. All other collections are directly managed by the Society and not loans to the site. Historically, Society collections transferred to a direct-managed historic site were considered a loan. That is no longer the case and these are no longer considered loans (per MHS Oversight Committee, 10/21/1998).
- The appropriate site staff, curatorial and conservation staff review location changes. Information to be considered is identified in the collections movement review process (refer to Collections Movement, Section T).
- All location changes are recorded on appropriate forms and submitted for data updates. Minnesota Historical Society’s Business Rules for collections management have established that any permanent collections artifact moved to a new location for a period of more than 24 hours requires a location update in the collections management system, KE EMu. All location changes must be reported and data entry changes made in a timely manner in order to maintain an accurate inventory.

Procedure for collections location changes at MHS Historic Sites
- Movement of collections between sites is considered a location change. Change of Location Record
- Movement of collections from the Minnesota History Center to the site for temporary exhibit is considered an incoming loan to the site. Incoming Loan Record and Change of Location Record
- Movement of collections from the Minnesota History Center to the site for permanent exhibit (more than one year) is a location change. Change of Location Record
- Movement of collections from the site to the Minnesota History Center is a location change. Change of Location Record
- Movement of collections, on-site, for a period of more than twenty-four hours. Data Change Form
- Movement on-site at the Alexander Ramsey House may be tracked and reported by site staff on the Data Change Form and/or an Object Tracking Form.
- Temporary movement of collections, on site, may benefit from use of the Object Tracking Card as a place marker for an object that has been moved.

Change of Location Record: Three-part form available through the Office of the Registrar.
Data Change Form: Form and Instructions follow.
Object Tracking Form: Form and Instructions follow.
Object Tracking Card: Form and Instructions follow.
1. Primary Unit Identifier (Object Number)

2. Secondary Unit Identifier (Other Numbers)

3. Title (Object Name):

4. Location Moved From: Site:_______________________ Bldg:_________________ Floor:___________ Room:_______________ Box/Shelf#:__________________ Other:_____________________________

5. Location Moved To: Site:_________________________ Bldg:_________________ Floor:___________ Room:_______________ Box/Shelf#:__________________ Other:_____________________________

6. Information Update (Other Than Location):

7. Reason for Move/Update:

8. Submitted by:_______________ Date:______________ Data Entry by______________ Date:___________

04/04
MHS Historic Sites – Collections Data Change Form Instructions

This form is used to submit location changes and other information updates to catalog records on the KE EMu database. Forms should be completed and forwarded to the Sites Liaison at the Minnesota History Center. MHS Business Rules for collections management have established that any permanent collections artifact moved to a new location for a period of more than 24 hours requires a location update in the collections management system, KE EMu. All location changes must be reported and data entry changes made in a timely manner in order to maintain an accurate inventory. Location changes at the site must be reported, on this form, if an artifact is relocated for a period of more than twenty-four hours.

1. **Primary Unit Identifier (Object Number)**
Enter the accession number that is on the artifact. If the accession number is not present on object, enter the known number.

2. **Secondary Unit Identifier (Other Numbers)**
Enter any other numbers associated with or visible on this artifact.

3. **Title (Object Name)**
Enter the name of the artifact; what the object is. Further define, as needed.

4. **Location Moved From: Site, Bldg, Floor, Room, Box/Shelf#, Other**
Enter location code, as assigned by the Museum Division staff. If site codes not available, contact the Site Liaison or enter full text of location as appropriated by site.

5. **Location Moved To: Site, Bldg, Floor, Room, Box/Shelf#, Other**
Same as explained for 4. *If object is moved to a location off-site, use a Location Change Form to record and report location change.*

6. **Information Update (Other Than Location)**
For any other information updates to an accession record, such as object history, description, condition, etc., enter the new information to be added to the database on this line.

7. **Reason for Move/Update**
Identify the reason for the location change and/or information update.

8. **Submitted by, Date, Data Entry by, Date**
Person submitting the form to the Site Liaison should initial and date the form here. Museum Division staff completing data entry should initial and date here following location change/information update on KE EMu. Completed form is filed in appropriate site file.
**MHS HISTORIC SITES - COLLECTIONS OBJECT TRACKING FORM**

**Historic Site Name** Alexander Ramsey House

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**Notes:**
- [ ] Interpretive
- [ ] Other

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MHS Historic Sites – Collections Object Tracking Form

The Object Tracking Form (OTF) is reserved for the exclusive use of the staff at the Alexander Ramsey House.

The purpose of this form is to track the movement of accessioned artifacts within the confines of the site and to report other information updates to catalog records on the KE EMu database. MHS Business Rules for collections management have established that any permanent collections artifact moved to a new location for a period of more than 24 hours requires a location update in the collections management system, KE EMu. This form may be used to record and report these changes in place of the Data Change Form. At the Alexander Ramsey House, either a Data Change Form (posted at Fletcher) or an OTF must be filled out and submitted to the Site Liaison whenever this artifact movement occurs. This form is to be completed and exported to the Site Liaison. Please deposit a photocopy of a completed form in inter-office mail or e-mail an electronic copy as an attachment.

Object Number(s): Enter the accession number that is on the artifact. If the accession number is not present on the artifact, enter the known or visible number.

Object Name: Enter the name of the artifact - what the object is. Further define, as needed.

Location Moved From: Enter location, as either the code assigned by Site Liaison, or as identified by room name.

Location Moved To: Same as explained for above.

Date Submitted: Enter date form submitted to Site Liaison.

Staff: Enter initials of staff responsible for having submitted from for data entry.

Date Entered: Site Liaison use only.

Staff: Site Liaison use only.

Notes: This space is reserved for interpretive notes or for any other information updates to an accession record. Interpretive notes are for the benefit of site guides for interpretation of accessioned artifacts on exhibit. Examples for any other information updates include object history, description, condition, etc. Enter the new information, to be added to the database, in this space. Please check the appropriate corresponding box: Interpretive, Other.

The columns that follow are reserved for any future change of location for the given object. When filling out please refer to the above steps. As a reminder, any further change of location must be submitted to the Site Liaison.

The OTF form has been designed to meet the specific needs of collections management at the Alexander Ramsey House. All revisions are welcomed. Please submit revisions to the Site Liaison.

04/04
MHS Historic Site – Collection Object Tracking Card

The Object Tracking Card (OTC) is reserved for exclusive use of the staff at the Alexander Ramsey House. The purpose of the OTC is to track the movement of accessioned artifacts at the site by acting as a place marker for an object that has been temporarily relocated from its permanent location. Simply replace the artifact being moved with an OTC. When returning the artifact pull the OTC and recycle.

**Object Number(s):** Enter the accession number that is on the artifact. If the accession number is not present on the artifact, enter the known or visible number.

**Object Name:** Enter the name of the artifact - what the object is. Further define, as needed.

**Location Moved From:** Enter location, as either the code assigned by the Site Liaison, or as identified by room name.

**Location Moved To:** Same as explained for above.

**Date Moved:** Enter the exact date the move took place.

**Staff:** Enter initials of staff responsible for moving the object.

**Date Returned:** Enter the exact date the object was returned.

**Staff:** Enter initials of staff responsible for returning the object.

The Object Tracking Card should prove useful for artifacts located on shelves, such as found in FF-07, or on shelving units, such as found in TF-06. When visibility is an issue, as is the case with FF-07, OTC can be placed in individual pockets assigned for each shelf lining the inner wall out of patrons’ visible range.

The OTF form has been designed to meet the specific needs of collections management at the Alexander Ramsey House. All revisions are welcomed. Please submit revisions to the Site Liaison.

04/04
T. Collections Movement

The following guidelines are to be considered when moving permanent collections from one location to another.

Collection moves generally fall into one of two categories. The categories are defined by the scope of work. The first is the move of a minimal number of artifacts within a brief amount of time by a limited number of staff (see Change of Location Forms). The second type of move is one that is larger in amount of artifacts, time and staff. This move requires funds not allocated in a particular budget and therefore requires special funding outside of existing or encumbered fiscal year operating costs and considerable advance planning.

The following guidelines are for evaluating and implementing any collection moves. They are divided into two sections. The first section identifies the information to be gathered prior to either type of move. Historic site staff works with the Museum Division to acquire and review this information (generally includes appropriate site staff and appropriate curators and conservation staff). The second section outlines the decision-making process in both types of collection moves.

I. Information to be gathered in review process:

A. Documentation
   - Does the legal status of the artifact need to be considered in the request for move? If so, is legal title held by the Society? If not, can titleholder be determined?
   - Has the object been accessioned? If not, why not? Is there an identified number physically applied to artifact(s) that links it to its documentation. How does current title relate to registration status? Has the artifact been photographed?
   - Is documentation centrally located? Will movement of artifact(s) require movement of records? Is data entry staff available to update all artifact records impacted in the move?

B. Historic Significance
   - Is the artifact associated with a particular historic site? Is it currently located at that site? What is its historic significance? Does the community in which it is housed value it? How do the site manager and appropriate curator interpret that historic significance? Has there been a curatorial review that included review of this artifact? What were the recommendations of that review in relation to this particular request? Is there a current interpretive plan that impacts these artifacts?

C. Condition
   - Condition of artifact - Is it currently or has it been on display (if so, for how long? (if known)). Have the artifacts requested been surveyed by conservation staff? Have survey and/or treatment reports been completed for the artifact(s). Does conservation staff recommend treatment? What further information needs are there concerning condition?
   - Condition of current environment - Has the current environment in which the artifact is housed (either in storage or on display) been surveyed by conservation staff? What are the conditions of that environment as defined by conservation staff?
   - If currently in storage at site, what are the options for treatment, storage, long-term care for artifact(s) at site? What are the current storage conditions at the site? A conservation assessment is necessary to answer this question. Is approved, on-site storage a long-term option?
• What are options for treatment, storage, long-term care for artifact at proposed new location? What is size of artifact, special needs, storage requirements, &c. Can proposed location accommodate it and provide for these needs?
• What are the risks (to the artifacts) in moving them?
• Is conservation staff available to accommodate the identified conservation needs in the move?

D. **Staff and Management**
• If currently at site, what are site staff abilities (both time, supplies and training) to provide for documentation and long-term care for artifact on-site?
• Is the site contract-managed or staffed by the Society?
• Is staff available to accommodate the identified staff needs in the move?

E. **Cost**
• Who is required to participate in artifact move? How much of their time will be required?
• What specific types of spaces, materials, supplies and/or services are required to maintain artifact(s) in current location? What will be required to maintain artifact(s) in proposed location? Cost of each? What is the real cost of the physical move?
• Is there money available in the Historic Sites Division, Museum Division, and Library & Archives Division to accommodate this cost?

**II. Procedure following review:**

**A. Who makes determination:**
The first level of determination is for the first type of move; generally for small, unplanned collections relocations that require less than a week of staff time (all participating divisions/departments) and is charged to a standing order or previously approved line item in the designated division’s budget and work plans. In this instance, the review and determination will be made by the appropriate curators (Museum Division, A&C), site manager, Site Liaison and conservator with final approval of cost, if necessary, by relevant division/department heads. All of the information identified in the review criteria is documented in making this decision.

For museum collections relocation that requires more than a week of total staff time and has expenditures outside of current fiscal budgets, a proposal outlining the move request, initial review findings and preliminary budget will be forwarded by the project manager to the Museum Division head for determination. Other department heads depending on their level of participation may also review this. Different aspects of the move might be funded by different budgets. As a larger project, this is generally planned and budgeted for upcoming fiscal years.

For collections relocation period that will extend beyond the period of one fiscal year, a proposal for the move, as above, will be drafted by the project manager, reviewed by participating department heads and forwarded to the Museum Division head for final determination.
B. Workplan
Following determination of the move, appropriate staff of participating departments will develop a specific workplan and schedule. The plan will include all pertinent information that has been identified and compiled in the review process.

C. Budget
After completing a workplan and schedule, a specific budget will be drafted that includes all in-house, staff costs and budgeted expenses. If the move involves expenses not included in the fiscal year’s departments’ budgets, the final budget draft will include all outside expenditures and be forwarded to other department/division heads, as appropriate, for final approval. Budgets for moves extending beyond one fiscal year will be forwarded to appropriate department and division heads for further distribution to funding solicitors and sources.

D. Reporting
- All collection moves will be reported to heads of participating departments. The project scope and department heads will determine the manner in which they are reported.
- All collection moves requiring department head decision-making and additional funds (outside of FY budget) will have a written final report submitted to all participating department/division heads within three months after completion of the move.

Specific reporting requirements for multi-year projects will be determined at the time of project planning and scheduling by relevant agencies/funding sources as agreed.
U. Inventory

Regular inventory of the collections at each site is essential to maintaining the artifacts, their safety and proper care.

The Minnesota Historical Society is committed to the care and management of collections at Historic Sites. In order to do this, we must know, with accuracy, where all collections are located at all times and within a reasonable amount of time of making the request. To accomplish this, it is necessary to have all collections identified and marked and to conduct comprehensive and spot inventories on a regular basis.

Initial inventories conducted during the Historic Sites Documentation Project (HSDP), are the foundation of the inventory record at and for historic sites. Ongoing inventories are coordinated with site staff by the Museum Division. Utilizing the collections database, inventory reports listing all collections in a specific location are generated, printed and distributed to site staff. Historic Sites and Museum Division staff complete these collections inventories. Inventories are conducted on a scheduled basis throughout the site system so that we fully inventory all collections at historic sites within a five-year schedule. With about 40,000 artifacts at sites, this is an average of 8,000 artifacts per year.

Instructions for Collections Inventory at Historic Sites

The objective of an inventory at an historic site is to create and maintain an accurate listing of the Society’s collections objects currently located in either storage or display areas at the site. The following instructions are based on teams of two people per team, conducting the inventory. Several teams can do an intensive inventory of a large number of collections in a short period of time or a single team may work over a longer period of time. In any case, it is important to define the scope of the inventory and the schedule of time in which to complete prior to the start of the inventory. It is also necessary to confirm that all necessary inventory supplies are available and will be on-hand during the inventory. These include such things as clipboards, pencils, ladders, flashlights, floor lamps, film canisters and baggies (to use as containers for insects), cotton and/or vinyl gloves and in some instances, respirators. Some, if not all, of these supplies may be provided by the Conservation Department or by the Museum Division.

Printed inventory reports for the defined area are generated and provided to the site, by the Site Liaison. Two packets are provided to each team of two. One packet, the master inventory, is a listing of objects printed out primarily in order by location (for instance, by room within a particular building) and secondarily, by accession number. The object name and brief description is also provided on the report. For each object listed, there are two check boxes to indicate if the object is present and if the object is marked. This packet will be used for recording information during the physical inventory. The second packet is the same as the first but is arranged by object name within locations. This packet is used to assist in locating all items to be inventoried. Each packet also has blank inventory forms to be used in recording objects not found on the master inventory form during the inventory. The Museum Division also provides a map/layout of the site and the specific locations as identified on the database/master inventory.

Each team has one collections handler and one recorder. The collections handler begins in the area identified at the beginning of the master inventory form (e.g. specific room in first floor of first building) and identifies each object to the recorder. Collections handlers should be staff or volunteers who have had experience in handling collections or participated in the Object Handling Training offered by the Conservation Department. Additional handouts about handling artifacts are available from the Site Liaison.

The master inventory packet also shows the object name and the number of items with that object, in addition to its accession number and location. If the number of items does not match the accession number/object name, cross out the item number shown on the sheet and enter the correct number.
• **Object has a legible number on it:**
  It is important for the object handler to find the number physically applied to each object during the inventory process. If the object has a legible number on it, read the number to the recorder and the recorder will locate it on the master form. The recorder will check, on the form, that it is present and it is marked.

• **Object is tagged with an accession number but not marked:**
  If the object is tagged with an accession number but not marked, it should be recorded on the master form as present but not recorded as marked. Circle the corresponding, empty check box, for “marked” on the master form. This assists in data entry.

• **Object has illegible number on it (cannot be read) and is tagged:**
  If tagged and accession number is recorded on the tag, it should be recorded on the master form as present but not recorded as marked. Circle the corresponding, empty check box, for “marked” on the master form. This assists in data entry.

• **Object has a number on it that is not present on the master form:**
  If an object has a number on it that is not present on the master form, the recorder will record the object number, name and description on a blank inventory form. It should also be checked as present and marked.

• **Object does not have a number or a tag on it:**
  If an object does not have a number or a tag on it, the inventory list by object name should be checked. Look for the object by its common name and description to identify whether or not it can be matched to an accession number. If so, check it as present on the master form and as not marked. Tag the object with the appropriate accession number (as above).

• **Object does not have a number and cannot be matched to any on the object name list:**
  If an object does not have a number and cannot be matched to any on the object name list, it should be entered on the blank inventory sheet. Enter the object name, description and check as present, on the blank inventory form.

If there is a question about whether an object is a collections artifact or not, check with the site manager or Site Liaison. If still unknown and questionable, enter the object as an unnumbered artifact on the blank inventory form (as above).

Following completion of the inventory, turn over all completed packets to the Site Liaison for data entry. Make sure one person at the site is the designated contact for any questions about the inventory during data entry. The Site Liaison will send an updated report of locations following data entry, upon request by the site.

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Wear gloves when handling objects! Work with pencils only! Be thoughtful and thorough in your work!

Note anything out of the ordinary at the bottom of an inventory sheet. Date and initial it. This includes broken artifacts, areas of infestation by pests or any potential hazard to visitor, staff or collection.

If there any questions at any time, contact the Site Liaison or Conservation Department staff.
Historic Sites - Collections Inventory Worksheet

Inventory Date ______________ SITE: ____________________________

Building __________ Floor ______ Room __________

Cabinet _______ Shelf ________ Holder/Box# ______________ Recorders _______________________

Data Entry Complete   __________ Data Entry Date __________________ Data Entry Name_________ __________________

<table>
<thead>
<tr>
<th>Accession/Other #</th>
<th>Object Name</th>
<th>Number Applied?</th>
<th>Note</th>
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</tbody>
</table>

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October 2004 Page 63
V. Collections Incident Report

Form is to be completed by person most fully informed of incident as quickly as possible following incident. Copies of reports should be directed to the Site Liaison for distribution to appropriate curator(s) and conservation.

Person completing this form: ___________________________  Today’s Date: ___________________________

**FORM IS USED TO REPORT DAMAGE, THEFT OR OTHER OCCURRENCE TO THE SOCIETY’S PERMANENT COLLECTIONS or LOANS. DIRECT COMPLETED COPY TO YOUR IMMEDIATE SUPERVISOR.**

Collection(s) involved in incident (type/amount/accession/loan nos./&c):

<table>
<thead>
<tr>
<th>Date of Occurrence:</th>
<th>Time of Occurrence:</th>
</tr>
</thead>
</table>

Person/Department Notified: ___________________________  Time of Notification: ___________________________

Location of Occurrence (Building/Site/Gallery/Section/Room/&c):

Description of Incident/Problem:

Present location of collection(s) involved:

<table>
<thead>
<tr>
<th>Photograph attached?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

**For Exhibits Staff Use Only:**

Staff: ___________________________  Time Estimate: ___________________________

Description of work:

<table>
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<tr>
<th>Date Completed:</th>
<th>Actual Time Used:</th>
<th>Initials:</th>
</tr>
</thead>
</table>

**For Conservation Staff Use Only:**

Curator/Central Registrar Notified (Name/Date): ___________________________

Staff: ___________________________  Time Estimate: ___________________________

Treatment Needed:

<table>
<thead>
<tr>
<th>Date Completed:</th>
<th>Actual Time Used:</th>
</tr>
</thead>
</table>

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October 2004 Page 64
W. Disaster Preparedness at Historic Sites

The Historic Sites and Museum Divisions, along with the Conservation Department, are working to develop site-specific disaster response plans during fy2004-05. Inquiries should be directed to the Preservation and Construction office (651-297-4701).
X. Security at Historic Sites

During 2001, a comprehensive security survey was completed for each historic site in the MHS sites system. The information continues to inform work toward standardization of security systems and requirements throughout the Historic Sites network.
Y. Request for Access To Collections

It is the policy of the Minnesota Historical Society to make the collections confided to its care accessible, conduct and encourage scholarly research, and, through these efforts, continue to illuminate the Minnesota story for the cultural enrichment of people everywhere. The wealth of these collections is accessible physically at the Minnesota History Center, at historic sites, and intellectually through the documentation. Public admittance to collections that are not in public viewing areas is provided by appointment and is generally restricted to guided tours and to patrons for the purpose of research or examination. The appropriate Museum Division and/or Historic Sites Division staff reviews all requests for access to collections. Additional information about the collections and access is available at the Society’s web site (www.mnhs.org). Access for research or examination may be limited by policy, space and staff availability, or care and security of the collections. The Minnesota Historical Society may charge a user fee if it is determined that the time and/or materials required exceeds the average limits of staff time (see reverse). This listing is for public information only and in no manner endorses these private individuals or firms. Collections information or images are furnished to users without representation or warranty on the part of the Minnesota Historical Society as to any rights and the use thereof shall be entirely at the user’s risk. Commercial use requires prior negotiation with appropriate Museum Division and/or Historic Sites Division staff.

Please complete the shaded areas of both sides of this sheet and submit to the office/address shown on the reverse.

Name: _________________________________________  Daytime Phone______________________________
E-mail address: __________________________________ Fax Number_______________________________
Institution: ___________________________ Position___________________
Address: _____________________________ City: _________________________ State: ________Zip:________

Requested Access (check all that apply):
Tour of collections storage area(s)          Examine artifacts
Use of collections records/library          Draw/photograph artifacts
Other:_________________________________________________________________________

Describe, in detail, the type of collections and/or documentation you wish to see (research of collections records/documentation will generally precede any appointments to research collections from storage):

Please identify below the dates and times that you are interested in having access provided and the total number of people. Access is granted by appointment only. Hours at historic sites vary and are often seasonal. Requests for access to collections should be submitted at least two-three weeks prior to requested appointment date.
ACCESS TO COLLECTIONS AGREEMENT FORM - side two

All applicants requesting access to collections are requested to read both sides of this sheet and sign below.

1. Applicant will follow guidelines as outlined by authorized staff. Absolutely no food or drink is allowed in research or storage areas. All briefcases and bags must be left outside of collections storage areas. Extreme care must be used in handling any artifacts.

2. The Minnesota Historical Society reserves the right to request a reference from researchers and requests that a copy of the final report, publication, product or any auxiliary materials created by users/researchers be filed with the department within a reasonable period.

3. The Minnesota Historical Society reserves the right to charge a user fee if it is determined that the time and/or materials required in providing access exceed the average limits of staff time. This may include cost of materials and a charge of $25.00 per hour for direct staff time in excess of two hours. Special request tour/study groups have a suggested honorarium of $100.00-$150.00.

4. By signing below, user acknowledges that use, copy or provision of any collections documentation or images to any other person or entity may be prohibited by intellectual property laws, rights of privacy or publicity unless user has received all necessary consents. Further, user agrees to defend and indemnify and save and hold the Minnesota Historical Society, members of governing bodies, its officials, agents and its employees or designates, harmless from and against any and all liability, including costs and expenses, based on the violation of rights of ownership, infringement of copyrights, or invasions of rights of privacy, resulting from use of such materials or copies furnished pursuant hereto.

5. Reproduction of collections material, as a pattern, artistic rendering, or otherwise, is negotiated on a case-by-case basis and is also subject to applicable intellectual property laws, copyright and trademark.

I have read the reverse and above and I understand and agree to abide by these regulations of the Minnesota Historical Society. Further, I assume full responsibility for any damage, accidental or otherwise, that I may cause to any material held by the Minnesota Historical Society.

Signed:_____________________________________________  Date:___________________________________

Return this completed form to the appropriate Historic Site or to the Museum Division, Minnesota Historical Society, 345 Kellogg Blvd. West, St. Paul, MN 55102-1906. Questions may be directed to the Museum Division Senior Curator at 651-296-0150 or by email to collections@mnhs.org.

To be filed by MHS staff only:

Date received: _______________  At: __________________  Received By: ____________________________

Forwarded to: __________________________________________  Date forwarded:_____________________

Staff responding to request:______________________________  Date responded:_____________________

TYPES OF ACCESS APPROVED:   one-time access to storage         access to documentation
                                   access denied         photo or illustration         accompanied by staff      unaccompanied by staff

Dates/hours assigned:________________________________________________________________________

Access authorized by: ________________________ Data entry date:________________By:_______________
Z. Appendices and Forms

MUSEUM SUPPLY AND CONSERVATION RESOURCES

First! Consider approved, easily accessible and inexpensive options to conservation suppliers:

- **Standard Floor (Carpet & Hard Surface) Vacuum:**
  - These vacuums, changeable bags, tool attachments, and HEPA Filters can be purchased through Grainger or McMaster-Carr, via their catalogue.
  - Changing the bags often will help to keep dust out of the air.

- **Portable Hoover Vacuum, changeable paper bag and micro tools attachment:**
  - These vacuums, changeable paper bags, micro tools attachments, and HEPA Filters can be purchased through McMaster-Carr, via their catalogue.
  - Changing the bags often will help to keep dust out of the air.

- **Plastic or Vinyl Window Screen & Acid Free Masking / Mount Tape (1” wide):**
  - The screen is available at any hardware store and the tape is available at arts & crafts supply stores like Ben Franklin, Michael’s or Frank’s Nursery & Crafts.
  - Get one roll of screen that can be cut into various needed sizes. This is used as a safety net, being placed over fabric and other delicate objects when vacuuming.
  - The tape should be used to wrap the edges of the various cut pieces of screen to protect the objects from being snagged by the screen. The tape typically comes in white, which provides a good contrasting color as well.

- **Natural Bristle Brushes of various widths:**
  - These are used for light dusting of objects. Hog bristle or horsehair work very well, and are available at hardware stores or the grocery stores. In the grocery store, look for natural bristle basting brushes.

- **Duster Clothes (“Dust Bunnies”):**
  - These are used to dust smooth objects, and items that are not easily snagged.
  - These are available in the grocery store, Target or Wallmart. They are marketed as dust-alls or dust swipes. They work by electrostatic charge and are disposable. Be very careful not to purchase those clothes that have been impregnated with cleaners.

- **Plex-wipes:**
  - These are used to dust graphics, Plex objects, and items that are not easily snagged.
  - These are available through MHS WITS.

- **Plex Cleaner:**
  - This is used with the Plex-wipes to dust graphics, Plex objects, and items that are not easily snagged.
  - It is available through MHS WITS.
Archivart (Heller & Usdan)
PO Box 428
7 Caesar Place
Moonachie, NJ 07074
(800) 804-8428
Archival papers and boards
http://www.archivart.com/

Conservation Resources
8000 H Forbes Place
Springfield, VA 22151
(703) 321-7730
Archival & conservation materials
http://www.conservationresources.com/

DEMCO
PO Box 7488
Madison, WI 53707-7488
(800) 356-1200
Library materials, archival supplies, frames, office equipment
http://www.demco.com/

Fisher Scientific
711 Forbes Avenue
Pittsburgh, PA 15219-4785
(800) 388-8355
Chemicals and lab supplies
https://www1.fishersci.com/index.jsp

Gaylord Bros.
Box 4901
Syracuse, NY 13221-4901
(800) 448-6160
FAX (800) 272-3412
Helpline (Thursday/Friday) (800) 428-3631
Conservation and archival supplies, hygrothermographs, free brochures
http://www.gaylord.com/

Hollinger Corp.
PO Box 83600
Fredricksburg, VA 22404
(800) 634-0491
Acid-free paper products, folders, tissue, polypropylene, Mylar polyester film.
http://www.hollingercorp.com/
Light Impressions Corp.
439 Monroe Avenue
PO Box 940
Rochester, NY 14603-0940
(800) 828-6216
Technical Information: (716) 271-8960
Archival, conservation materials, framing, photographic storage materials, free brochures
http://www.lightimpressionsdirect.com/servlet/OnlineShopping

TALAS
213 West 35th Street
New York, NY 10011
(212) 736-7744
Conservation supplies and tools
http://www.talasonline.com/

Testfabrics, Inc.
PO Box 420
Middlesex, NJ 08846
(908) 469-6446
Textiles for conservation
http://www.testfabrics.com/

University Products
PO Box 101
Holyoke, MA 01041
(800) 628-19122
FAX (800) 532-9281
Questions (800) 762-1165
Archival, conservation materials, stamp storage, framing, free brochures
http://www.universityproducts.com/main2.html

OTHER RELATED RESOURCES
American Association of Museums (AAM)
1225 Eye Street, NW, Suite 200
Washington, DC 20005
(202) 289-1818
http://www.aam-us.org/

American Association of State and Local History
172 Second Avenue North
Suite 202
Nashville, TN 37201
(615) 255-2971
Historic preservation information
http://www.aaslh.org/
American Institute for Conservation (AIC)
1717 K Street, NW, Suite 301
Washington, DC 20006
(202) 452-9545
referrals for art conservators, training information, and basic conservation brochures
http://www.aaslh.org/

American Society of Appraisers
535 Herndon Parkway
Herndon, VA 22070
(703) 478-2228
referrals for appraisers
http://www.appraisers.org/

Health & Safety in the Arts: A Searchable Database of Health & Safety Information for Artists
http://www.ci.tucson.az.us/artha Zards/home.html

Health & Safety: Center for Research on Occupational and Environmental Toxicology
http://www.croetweb.com/

Campbell Center for Historic Preservation Studies
203 East Seminary
Mount Carroll, IL 61053
(815) 244-1173
http://www.campbellcenter.org/

Canadian Conservation Institute (CCI)
1030 Innes Road
Ottawa, ON K1A 0M5
Canada
(613) 998-3721
Refer to CCI Notes; excellent conservation guides
www.cr.nps.gov/csd/publications/conserveo

Getty Conservation Institute (GCI)
4503 Glencoe Avenue
Marina del Rey, CA 90292
(310) 822-2299
http://www.getty.edu/conservation/

Library of Congress
National Preservation Program
LM-G07
Washington, DC 20540
http://www.loc.gov/preserv/
National Archives and Records Administration (NARA)
Regional Preservation Program
8th & Pennsylvania Avenue, NW
Washington, DC 20408
(202) 208-7890
http://www.archives.gov/preservation/

Northeast Document Conservation Center
100 Brickstone Square
Andover, MA 01810
(978) 470-1010
Refer to Technical Leaflets; excellent resource
http://www.nedcc.org/

Northern States Conservation Center
P.O. Box 8081
St. Paul, MN 55108
(612) 378-9379
http://www.collectioncare.org/

U.S. National Park Service
Division of Conservation
Harpers Ferry Center
P.O. Box 50
Harpers Ferry, WV 25425-0050
http://www.rap-arcc.org/welcome/npsfh.htm

Upper Midwest Conservation Association (UMCA)
2400 Third Avenue South
Minneapolis, MN 55404
(612) 870-3120
http://www.preserveart.org/
Historic Sites - Collections Management Forms

Temporary Deposit Receipt (Office of Registrar, Site Liaison)

Change of Location Record (Office of Registrar, Site Liaison)

Data Change Form (Fletcher, Shared drive on MHS network, Site Liaison)

Ramsey - Object Tracking Form (Fletcher, Shared drive on MHS network, Site Liaison)

Ramsey - Object Tracking Card (Fletcher, Shared drive on MHS network, Site Liaison)

Collections Inventory Form-Blank (Fletcher, Shared drive on MHS network, Site Liaison)

Incident Report Form (Fletcher, Shared drive on MHS network, Site Liaison)

Conservation Request (Fletcher, Shared drive on MHS network, Site Liaison)

Gift Agreement Sample (Fletcher, Shared drive on MHS network, Site Liaison)

Temp/Humid Recording Form (Fletcher, Shared drive on MHS network work)