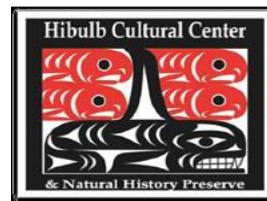


# **A “How-to” Guide for Preserving History and Culture: The Hibulb Cultural Center Archives Model**

For the 2015 International Conference of Indigenous  
Archives, Libraries, and Museums, Washington, D.C.



**Tessa Campbell (MLIS) & Kaila  
Cogdill (PhD)**

(Hibulb Cultural Center Curatorial  
Department)

# WHO WE ARE?

- Tessa Campbell, MLIS; Senior Curator at the Hibulb Cultural Center
- Kaila Cogdill, PhD; Assistant Curator at the Hibulb Cultural Center

# Our Central Question

- How do you process a significant and large archival collection?



# Who are The Tulalip Tribes?

The Tulalip Tribes is located in the State of Washington. Tulalip tribal members are the direct descendants of the Snohomish, Snoqualmie, Skykomish and other allied tribes and bands who were signatory to the 1855 Treaty of Point Elliott.





# Hibulb Cultural Center & Natural History Preserve

The Hibulb Cultural Center & Natural History Preserve is dedicated to those who have gone home before us and to those who have remained to keep the fires burning.





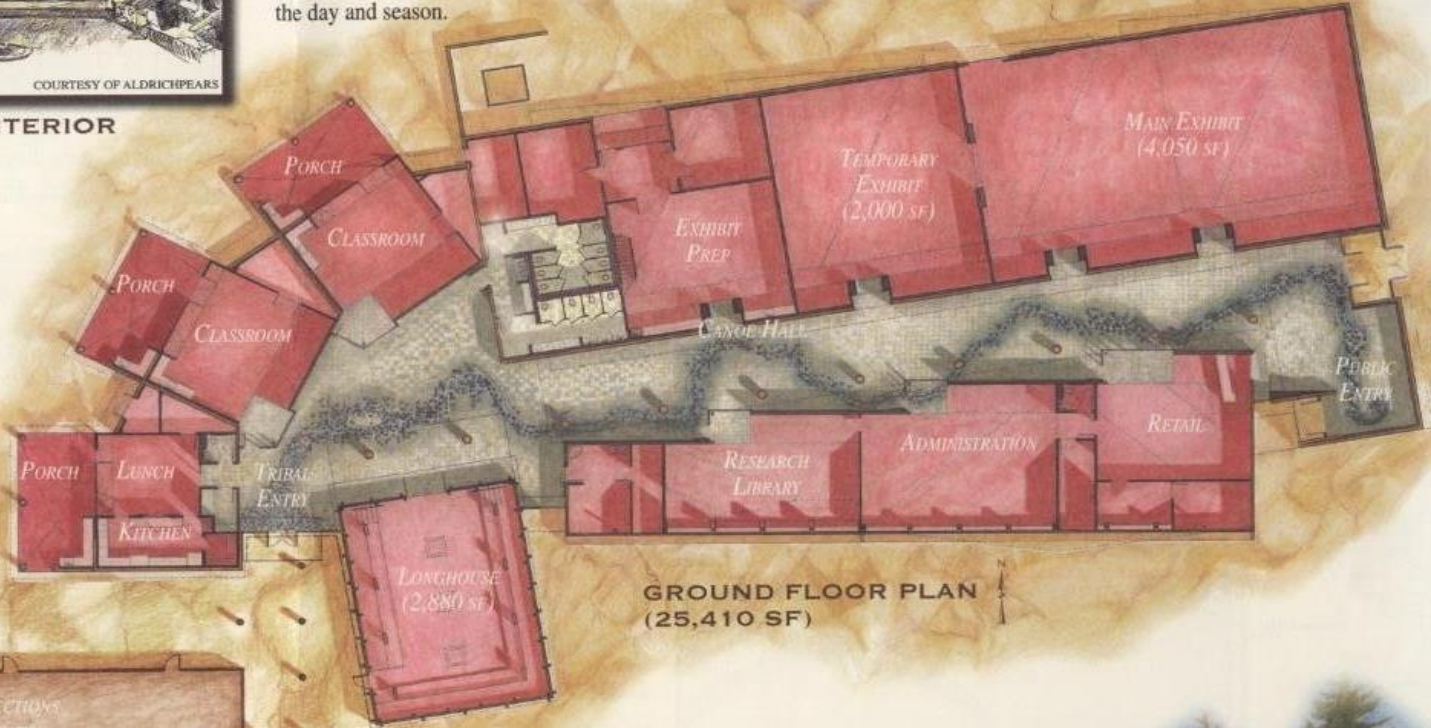


COURTESY OF ALDRICHPEARS

**LONGHOUSE INTERIOR**

the spirit and memory of our people. The interior offers a rich diversity of materials from Mother Earth. Slate that is compressed clay of ages past, cedar, fir and hemlock from the forests of today. Natural and sustainable materials are integrated in harmony. A play of textured light illuminates the interior and reflects the patterns of the day and season.

mountains, rivers and streams. To the west of the water series of breaking waves, with the ripples of breaking waves onto the beach. The "heart" of the cultural center is the lo which symbolizes the historic center of living and power western contact.



# Collections



- 9,000 Square foot collections Room
- Ethnographic Collections
- Archives
- Archaeological Collections Certified Archaeological Repository 36 CFR Part 79
- Media Collections





# Who was Chief William Shelton (Wha-cha-dub)?

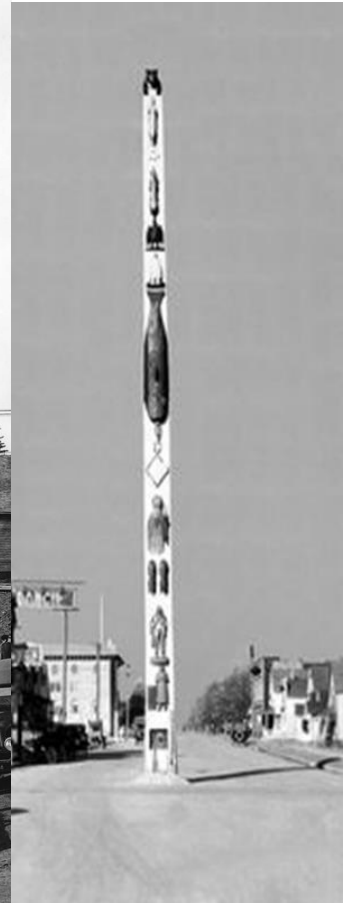


1868-1938

- Tribal Leader
- Carver
- Storyteller
- Police Chief
- Employee at Tulalip Government School
- Tribal Historian



"It is very good to know both the Indian and the white man's ways because I can explain to my people how important it is to leave a record of our Indian learning before we are all gone. That is what I have tried to do with my totem poles."



# The Collection



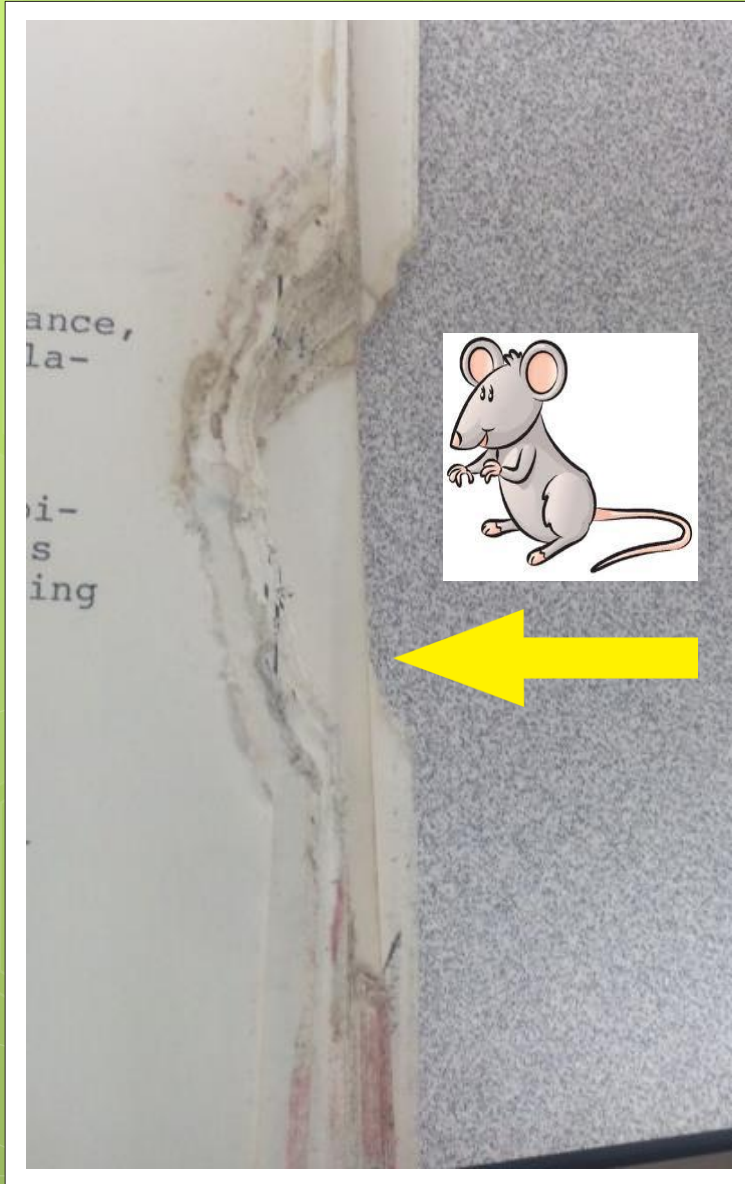
In 2012, the grandson of Chief William Shelton or Wha-Cha-Dub (1868-1938), donated over 150 boxes of documents, artifacts, etc. Curatorial staff were invited into the home of his grandson to extract materials.

# William Shelton Collection Overview

The archival collection consisted of 75 boxes of materials:

- photographs
- audio recordings
- books
- the diaries of William Shelton and other family members
- audio reel tapes
- vinyl records
- newspaper clippings
- business cards
- original records of tribal meetings and minutes
- tribal newspapers and publications from other tribes
- early boarding school documents
- correspondence with government officials
- scrapbooks



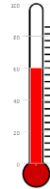


## Condition of the Collection

Much of the collection was not stored in favorable conditions over the decades. The collection, consists of five generations of materials that were exposed to insect and rodent infestation, dusts, molds and other agents of deterioration.

# Agents of Deterioration

- **Light**
- **Fluctuating Relative Humidity & Temperatures**
- **Improper Handling & Poor Storage**
- **Fire**
- **Natural Disasters**
- **Pests**
- **Water**
- **Theft**



**DISASTER**



# The “How-to” Guide

- Museum staff, not being trained archivists, performed a self-study and decided to create a “how-to” guide to be utilized for future collection materials.



# Our Archival Training

- **Lots and Lots** of Research
- Local workshops on archiving documents
- Balboa Art Conservation Center (BACC): Care of Collections: Paper workshop in Seattle, WA March 2015
- Basics of Archives online course (AASLH)
- Association of **T**ribal Archives, Libraries, and Museums (**ATALM**)!

# Our Archival Training



NAMSI Participants

- Native American Museum Studies Institute (**NAMSI**) Training in Berkeley, CA June 2015
- Tour of Western Washington University's Archives & Records Center

# Our Archival Training

- Our Volunteers
  - Richard Hanks (PhD)
  - Sharon Bouscher
  - Daniel Hong
  - Sarah Baylinson
- And Teamwork!
  - Hibulb Cultural Center Staff
  - Tulalip summer youth worker (Heather)



Sharon, Heather, and Richard



# What we hope you will take away from this session

- This session will cover:
  - Helpful Resources (See Handbook)
  - Practical Methodologies used
  - Materials used
  - Other issues of key importance in processing archival collections



# **What we hope you will take away from this session**

- Each participant will receive a copy of the Hibulb Cultural Center's "How-to" Archival Handbook
- Box with archival material samples
- Examples of proper archival storage techniques

# SOME ARCHIVAL STORAGE SUPPLY COMPANIES

- Gaylord Archival
- Talas
- University Products
- Hollinger Metal Edge
- Masterpak-USA

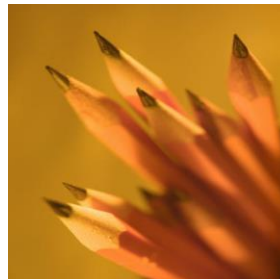


# Some Basic Do's and Don'ts

- **No food, gum and beverages** in the Lab and Collections area



- Work on a clean, flat, dry and debris free surface
- Use a pencil to mark and label documents



# Some Basic Do's and Don'ts

- **Never** place photos and objects DIRECTLY on the floor or near the sink
- All material should be handled with gloves. Avoid touching photographs and slides with bare hands. Change gloves when they become dirty.

# Laboratory Tools

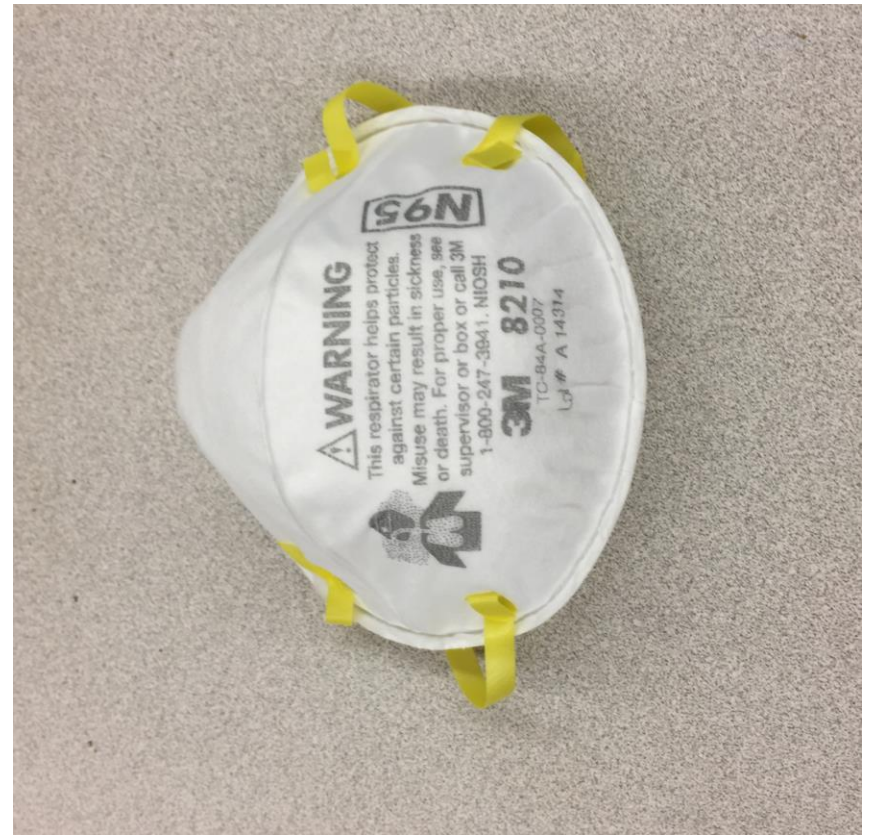


# Laboratory Supplies

## Nitrile Gloves



## Respirator





# Laboratory Supplies

## Storage Enclosures



## Acid Free Tissue



# *Step One:* The Freezing Process

All materials were bagged and received a “freezing” treatment to kill off all molds and insect infestations. Freezing temperatures should be set to -18 to -20 degrees C.



Hibulb's Freezer



Cart of artifacts from freezer

## *Step Two:* Plastiklips

Metal Paper Clips (**NO!**)



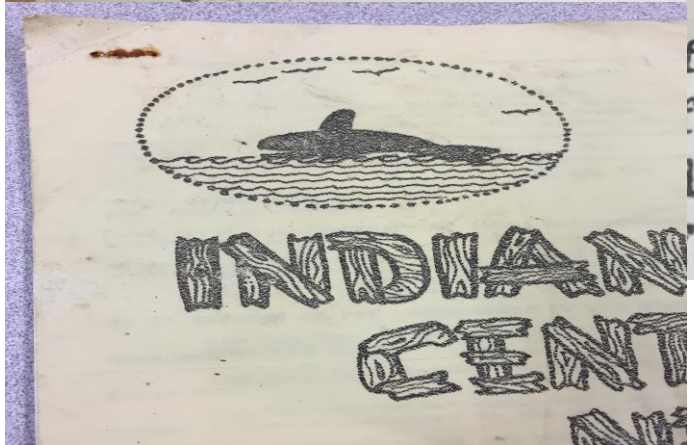
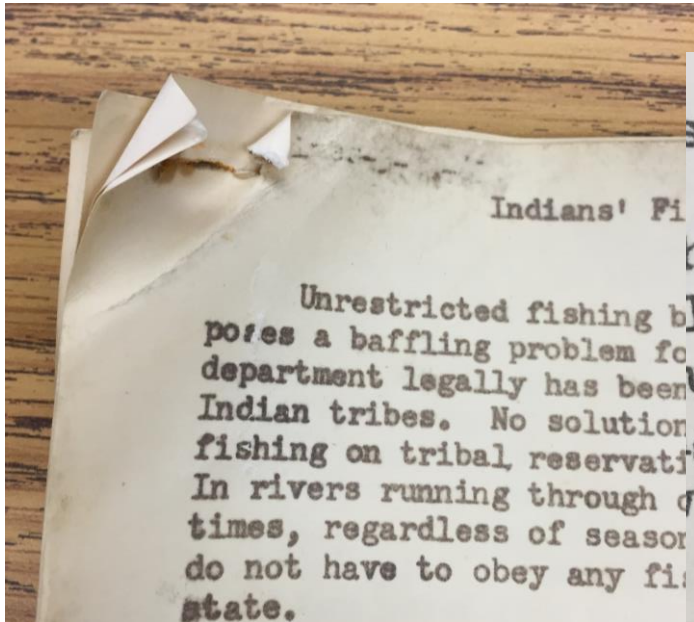
Plastiklips (**YES!**)





# Step Three: Staple Removal

## Examples of Staple and Paper Clip Damage



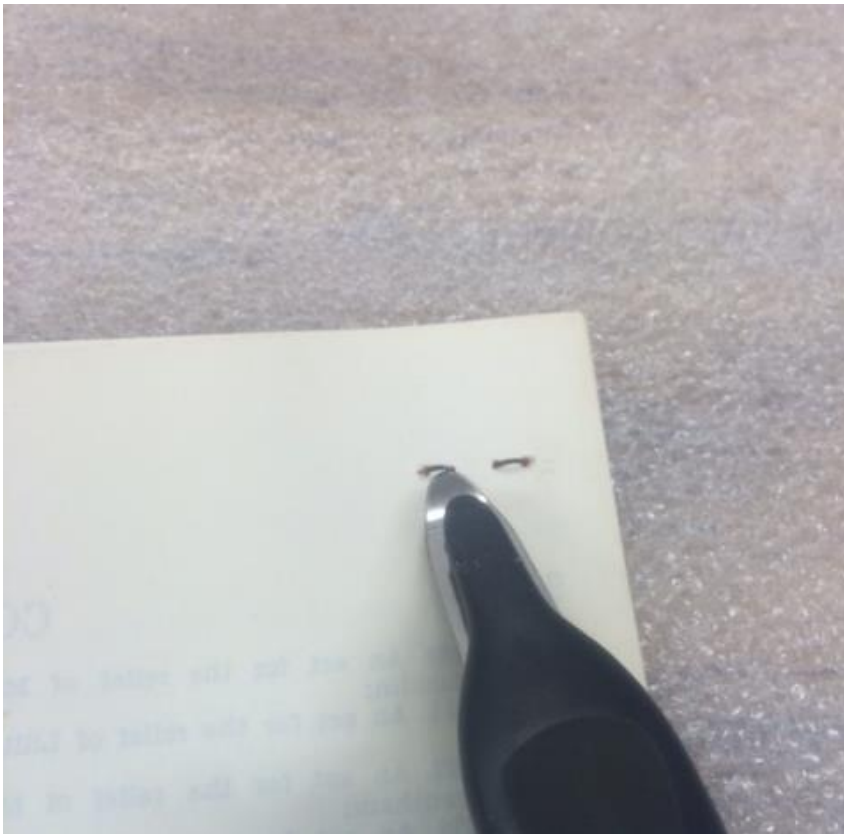
short note to ask you to please g  
on Robert's grave - if you have  
have some pansies on his grave be  
all the kinds of flowers we had at  
ut what it reminds me of him, eve  
g for Memorial Day, perhaps you c  
ing. I realize I'm late sending  
a hard time saving the \$3.00.

f money. I don't know if the child  
for the \$1 you sent to each of th  
l to write. She certainly was pr  
rom you. Her dollar went quick  
for movies, but Bill i



# *Step Three:* Staple Removal

**First Step**



**Second Step**



# Examples of Photo & Document Storage Practices

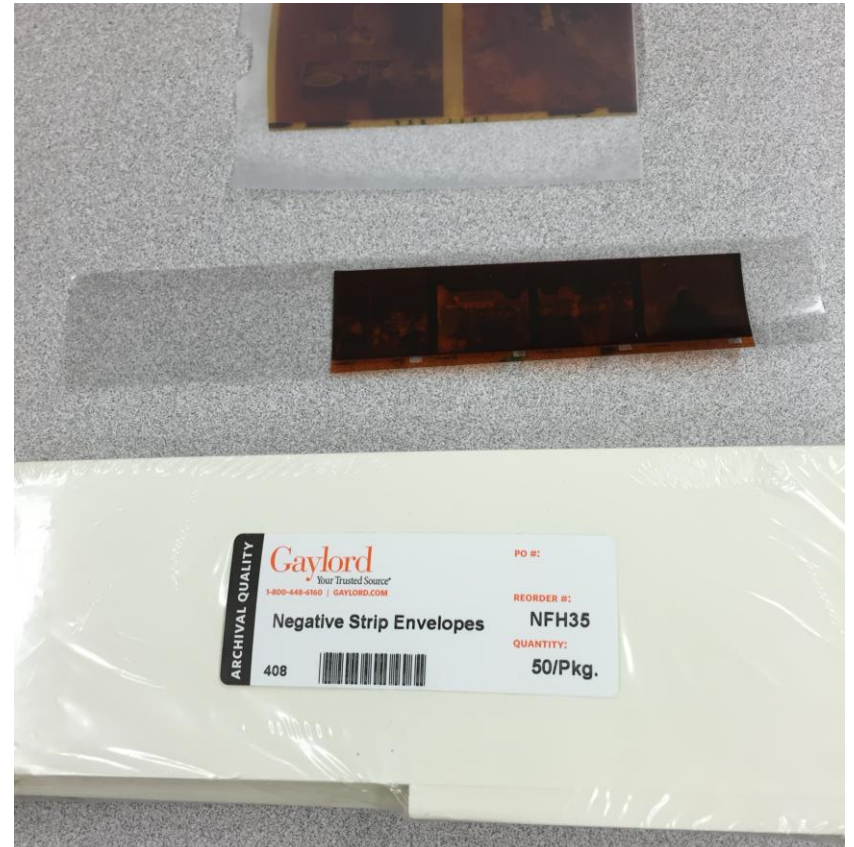


# Negatives

Before



After



# Copper Plates

Circa 1892

**Before**



**After**





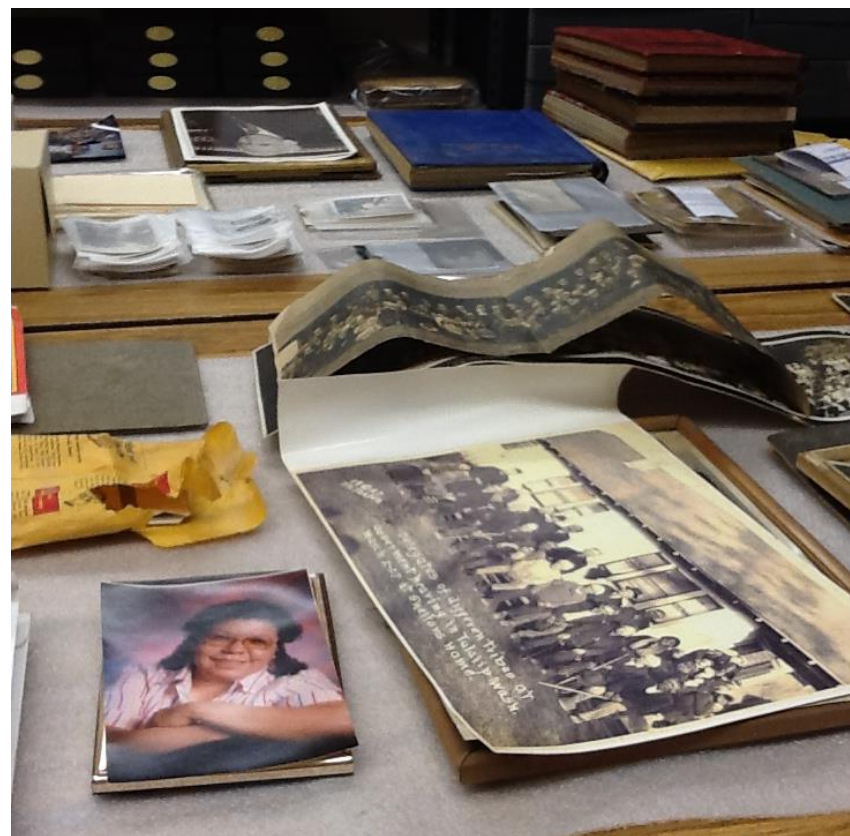
# Photographs (Black/White and Color)

Circa 1890's-2000's



# Photographs

An assortment of b/w and color photos





# Photo Storage

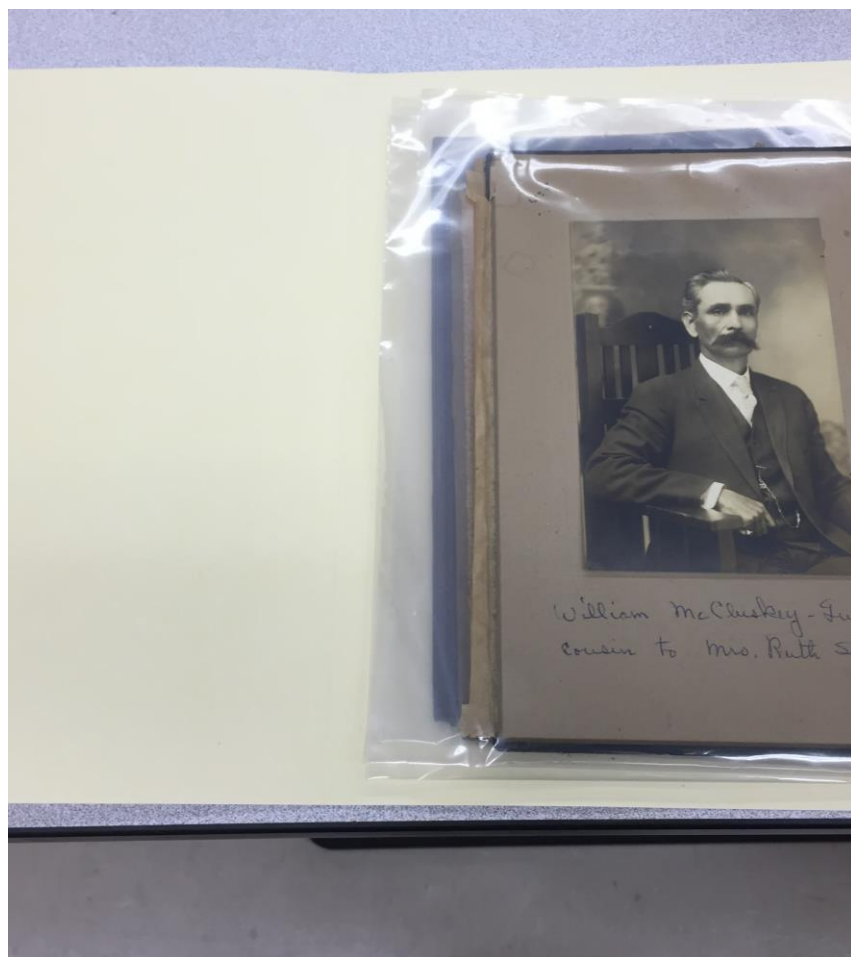
**Photos in sleeves**



**Photos in archival box with sleeves**



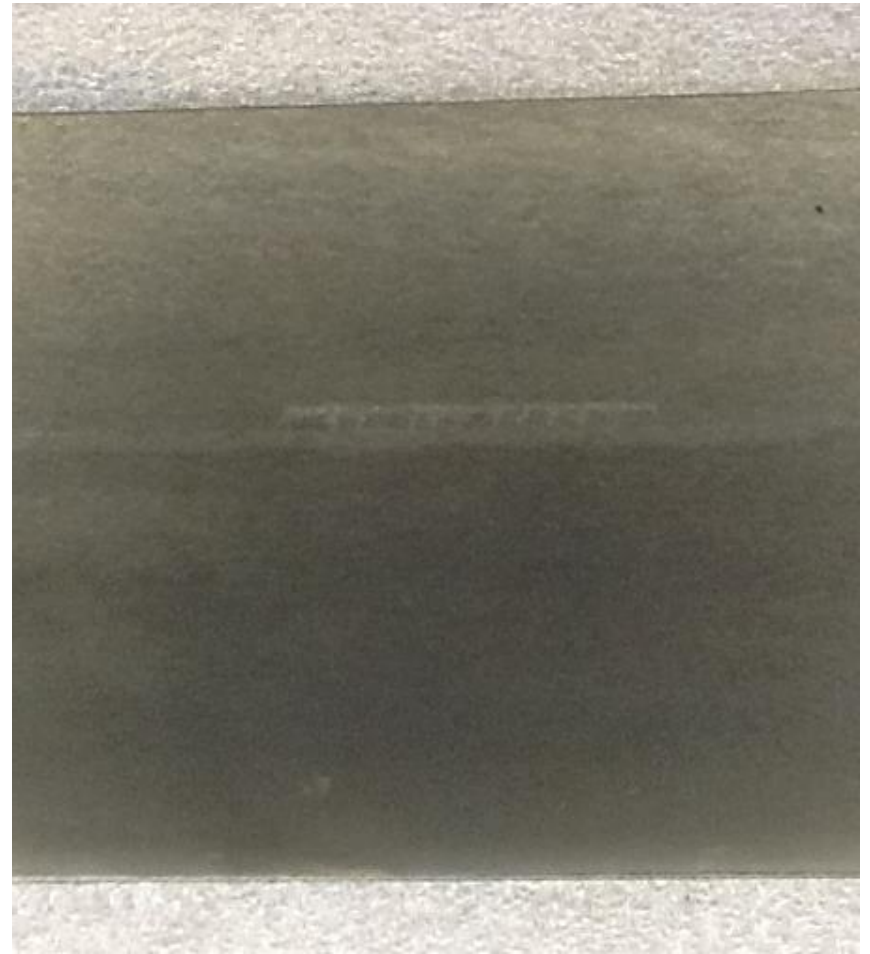
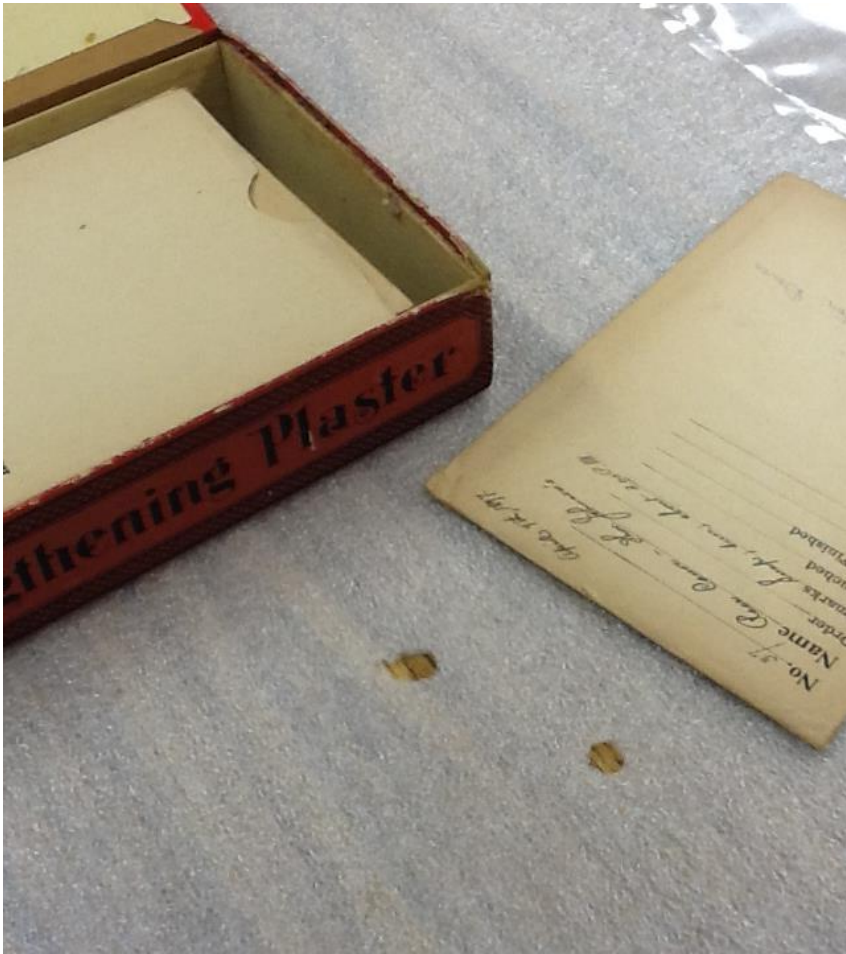
# Photo Storage



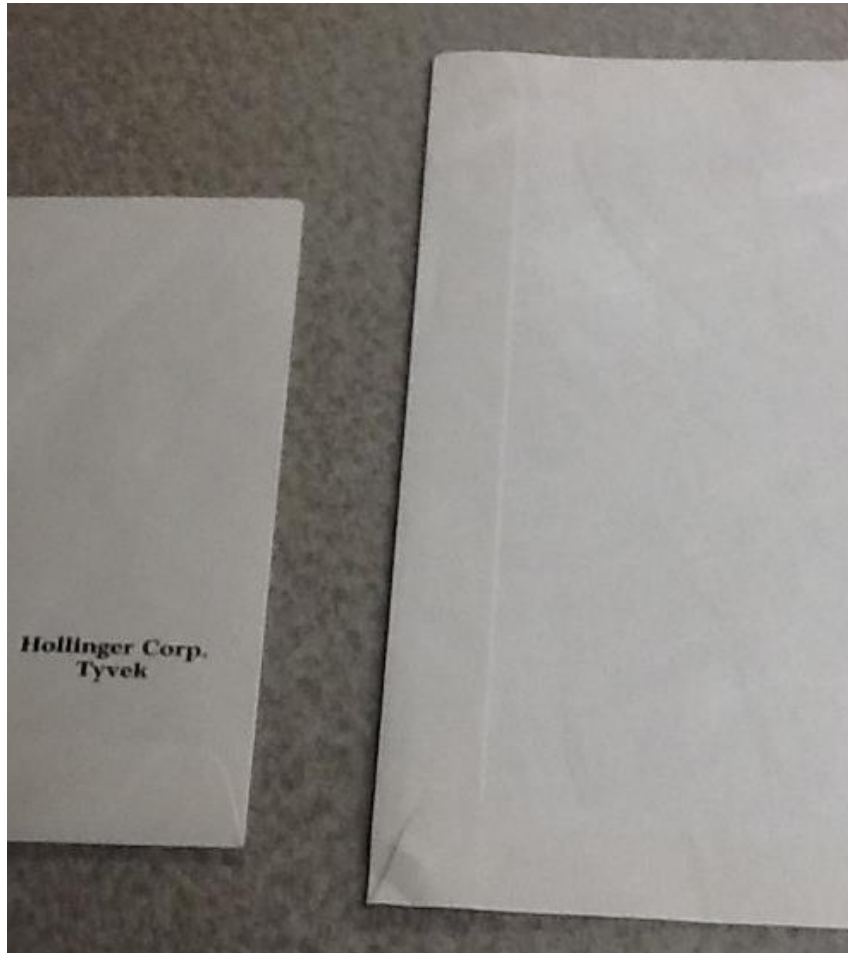


# Glass Negatives

Circa 1890's



# Glass Negative Storage





# Glass Negative Storage

Glass Negatives with enclosures

# Glass Lantern Slides

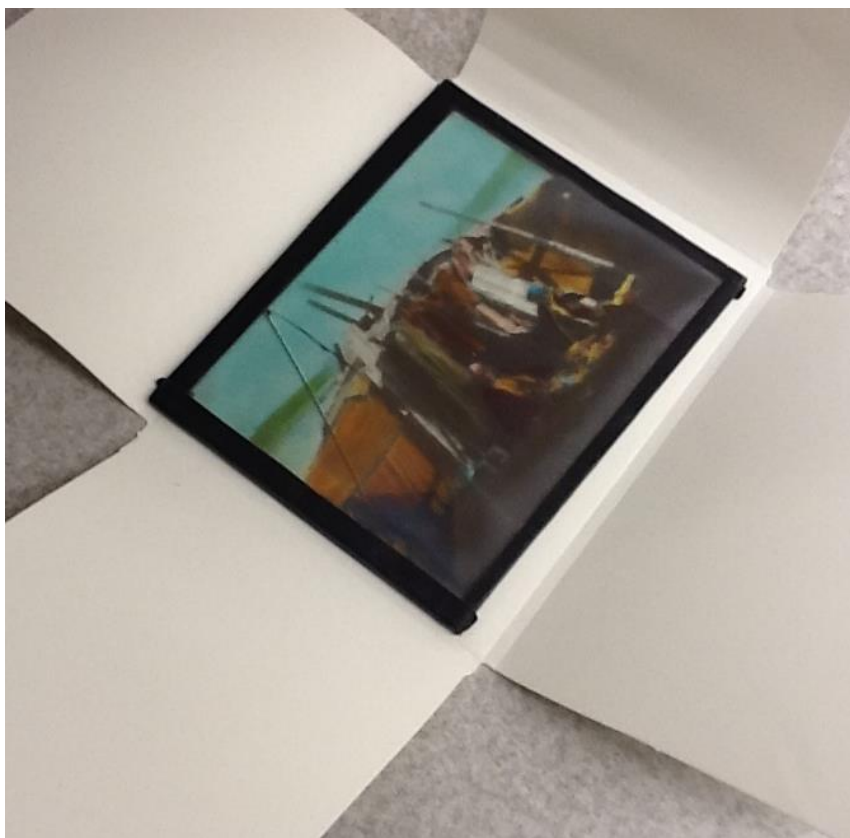
Circa early 1900's





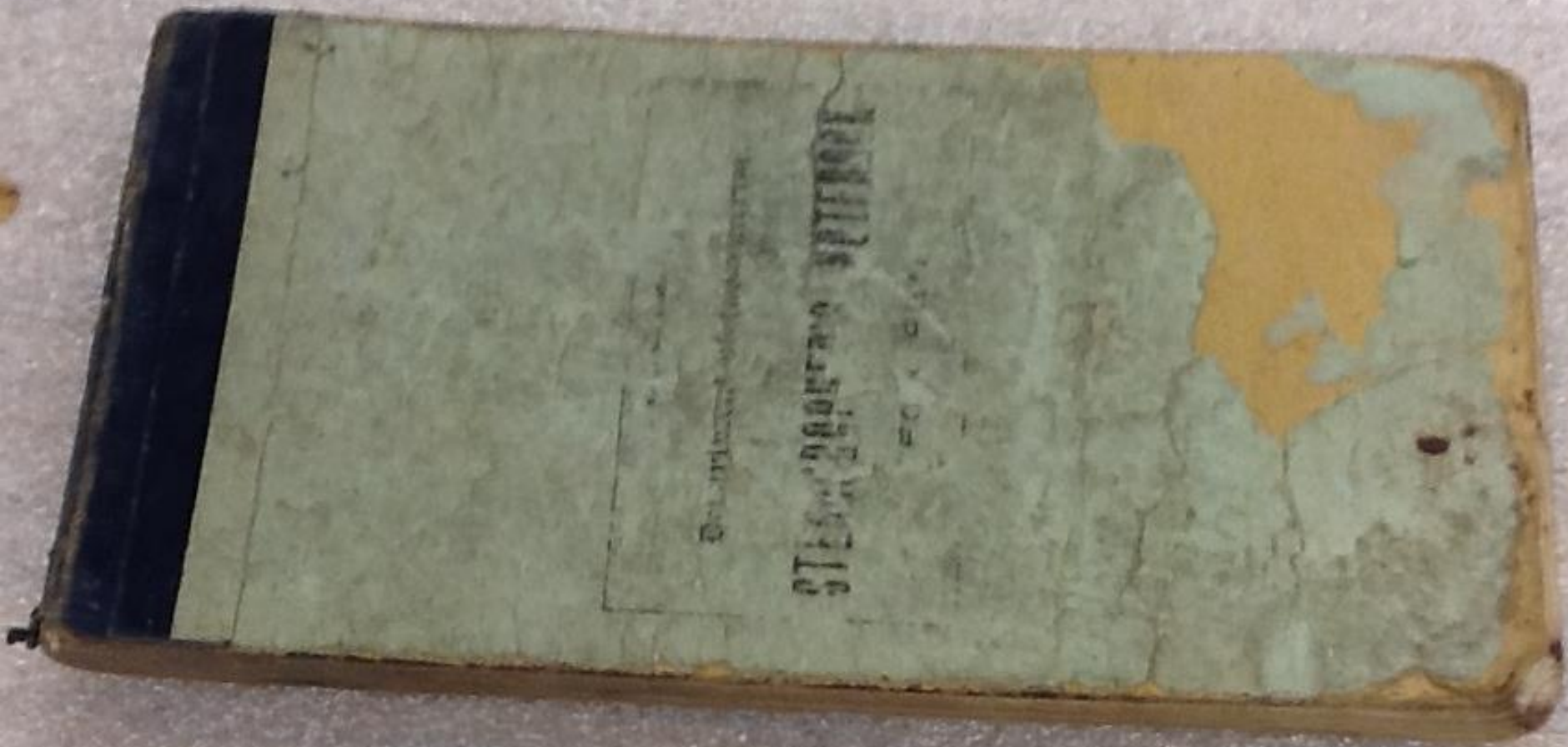
# Glass Lantern Slide Enclosures

**Enclosures**



**Enclosures with box**





# Stenographs

Stenographs 1907-1934

Aug 20<sup>th</sup> 1917.  
court order him to keep  
a way from Mrs Lee Lee  
at first time Oct 12<sup>th</sup>  
1917.)

Sept 1<sup>st</sup> 1917  
ambros B. in court  
again he was to be  
kept in jail for  
his fine.  
This is second time

**Stenograph Entry by William Shelton**

# Stenograph Storage





# Audio Cassette Tapes

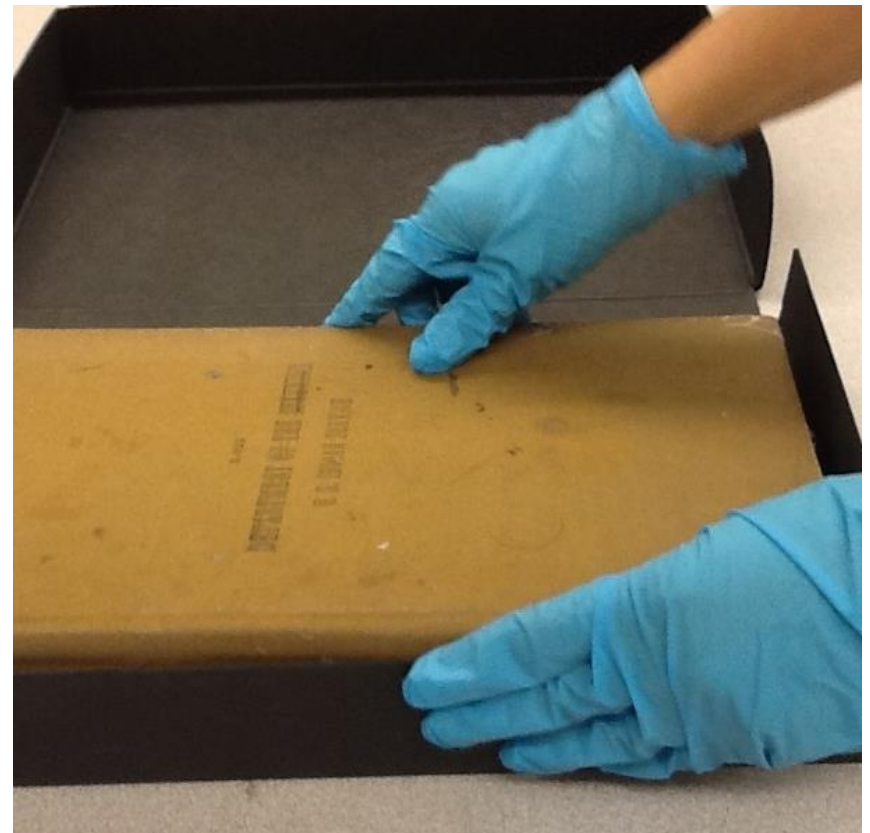


# Other Storage Options

## Audio Reel Tape



## Diary



Shelton diaries 1905-1930's

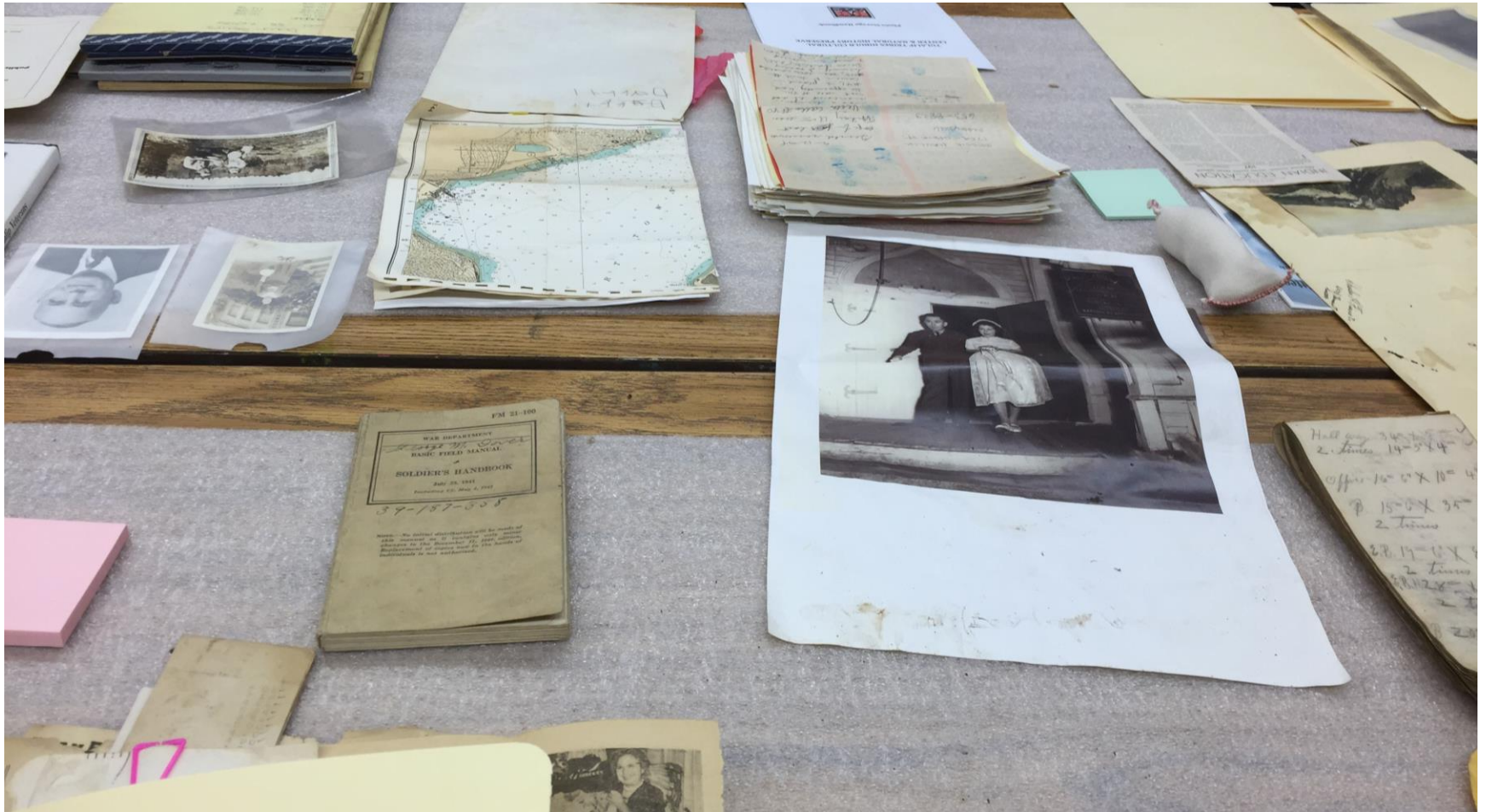
# Document Storage

Circa 1880's-2000's



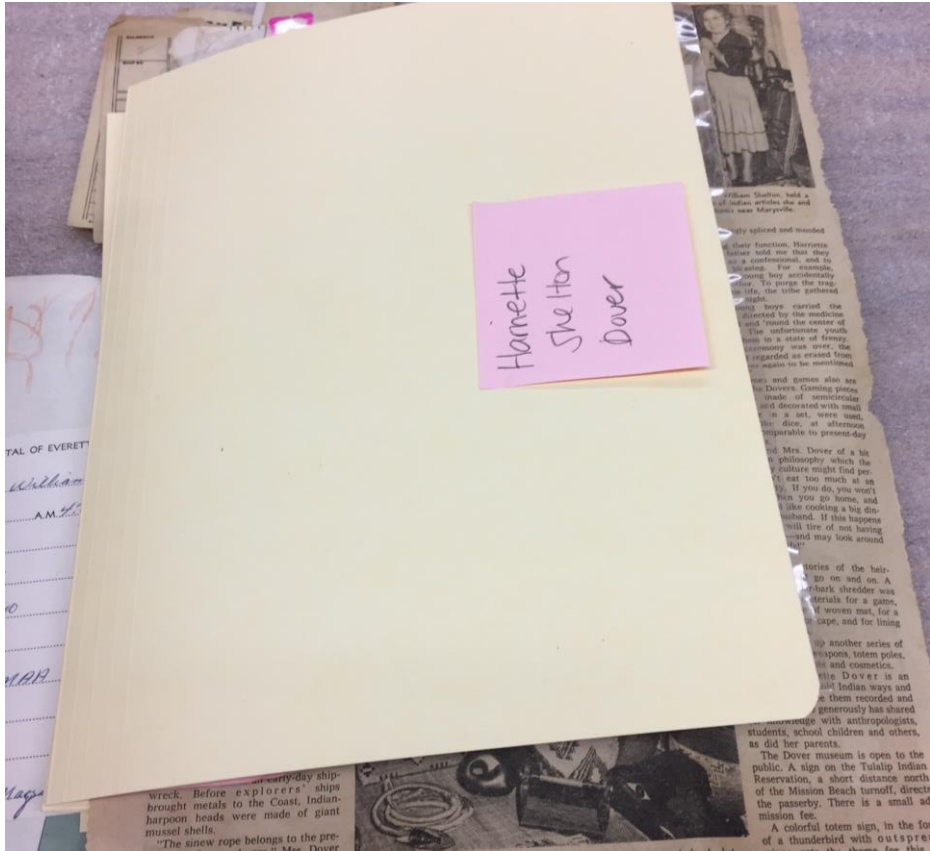


# Document Storage





# Document Storage

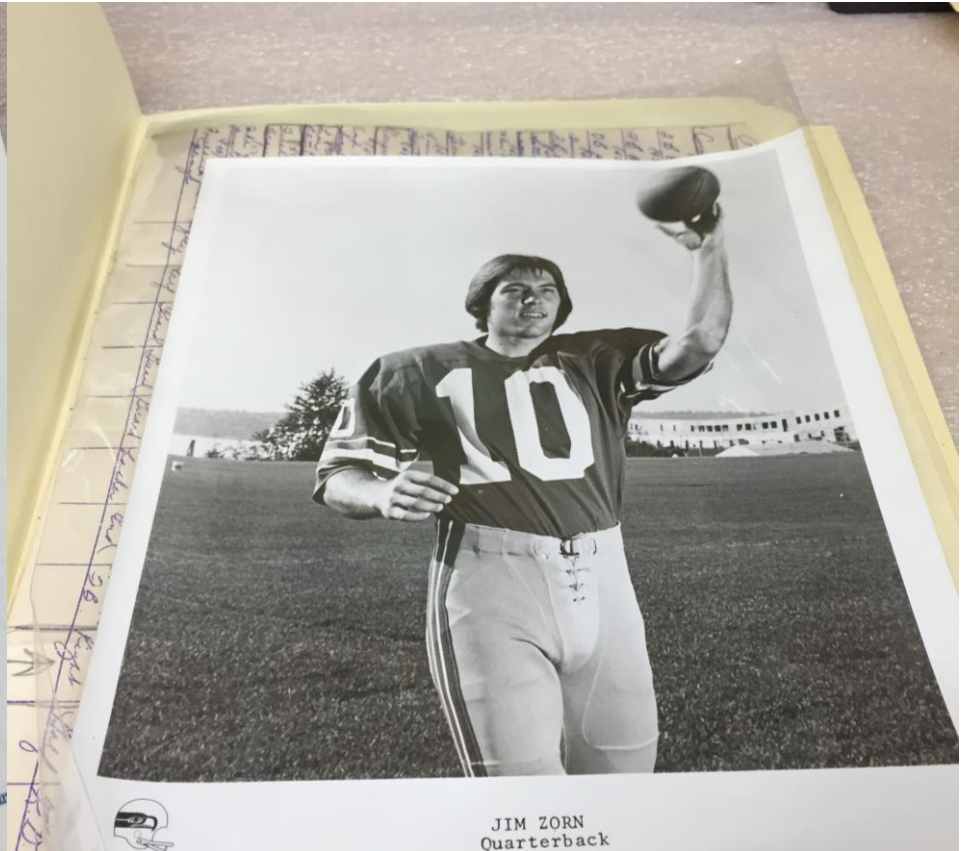


# Document Storage

Dear Harriett: I was very  
 in Washington use to think highly  
 of your father, he was a man that  
 could talk, you know what I mean,  
 and I wanted to meet his daughter  
 for long time. Now I am happy that  
 you are just like your father  
 and kind. He was the way high class  
 people teach their children is to be  
 kind and loving to all people,  
 especially to older people. That was  
 our teaching here in Neah Bay, lowest kind  
 all change the subject, about my land  
 the army took away from us, brother  
 I.D. they come to me a lot of times want  
 to see it I said no all the time because  
 I was using it as camp ground lot of  
 fishermen was camping there in the  
 future.

Sincerely,  
 Nora James Barker  
 Makah Indian Reservation  
 Neah Bay, Washington

Council hereby supports the above request.  
 Quentin Markishtum, Chairman  
 Tribal Council





# Document Storage

America -

You been trying to get some prints to 'gather for you', as you told me your pictures collection was stolen; In fact I have not succeeded - but will from time to time send you some pictures of private collections & items if you want them perhaps some time before the water gets up you may be able to get over to Beverly Wh and find some, and I will keep looking for some one who has too many & will let me have some for you -

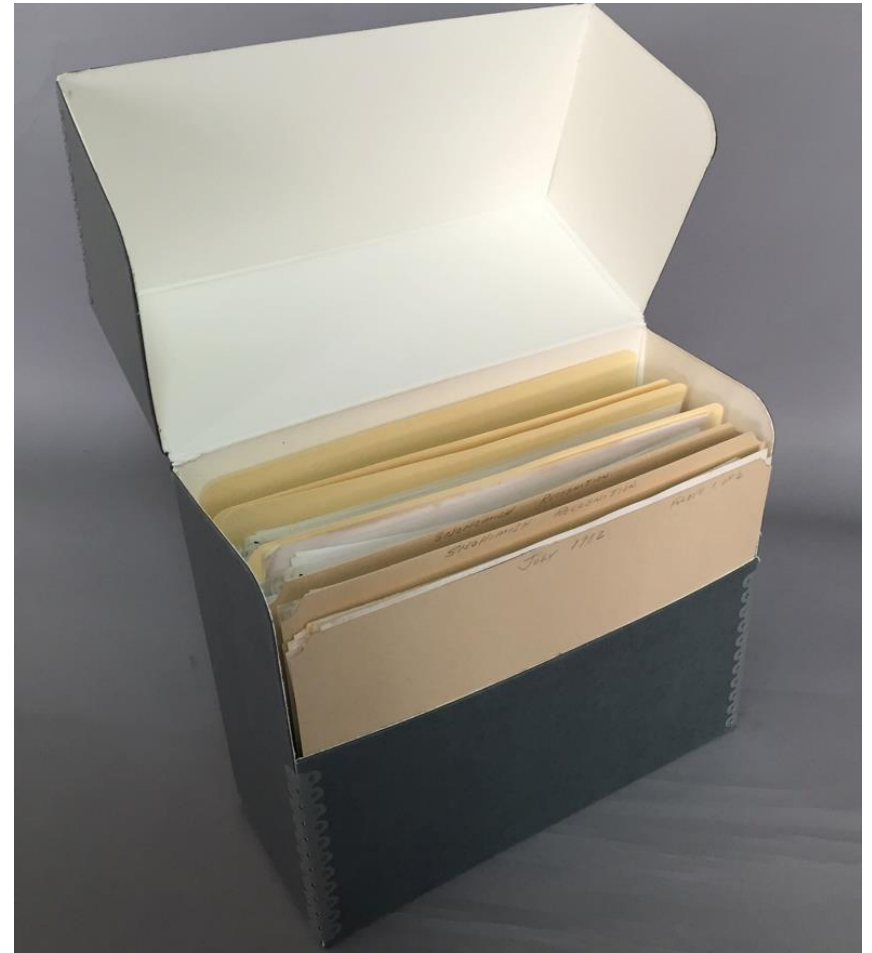
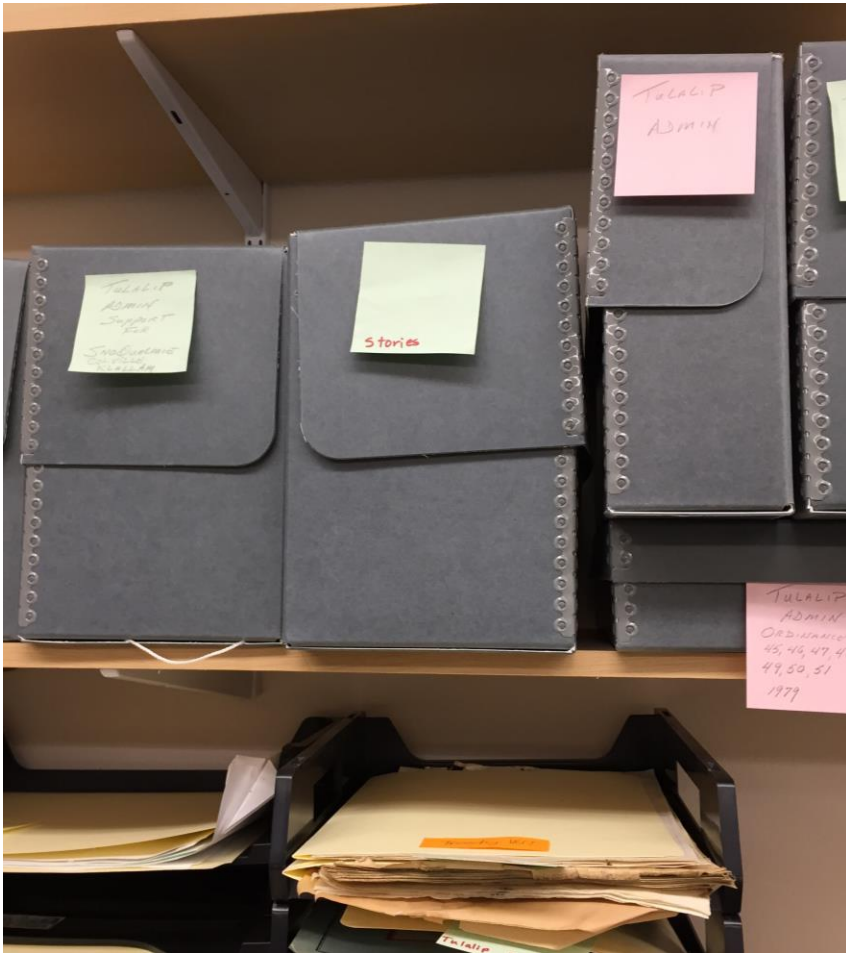
These pictures are some I took using a new method I developed here in the

States are eliminated, as I progress these will show more depth and be better

Thumps for those words that come via Jack Reeves -

M. & Mrs. Jack Reeves

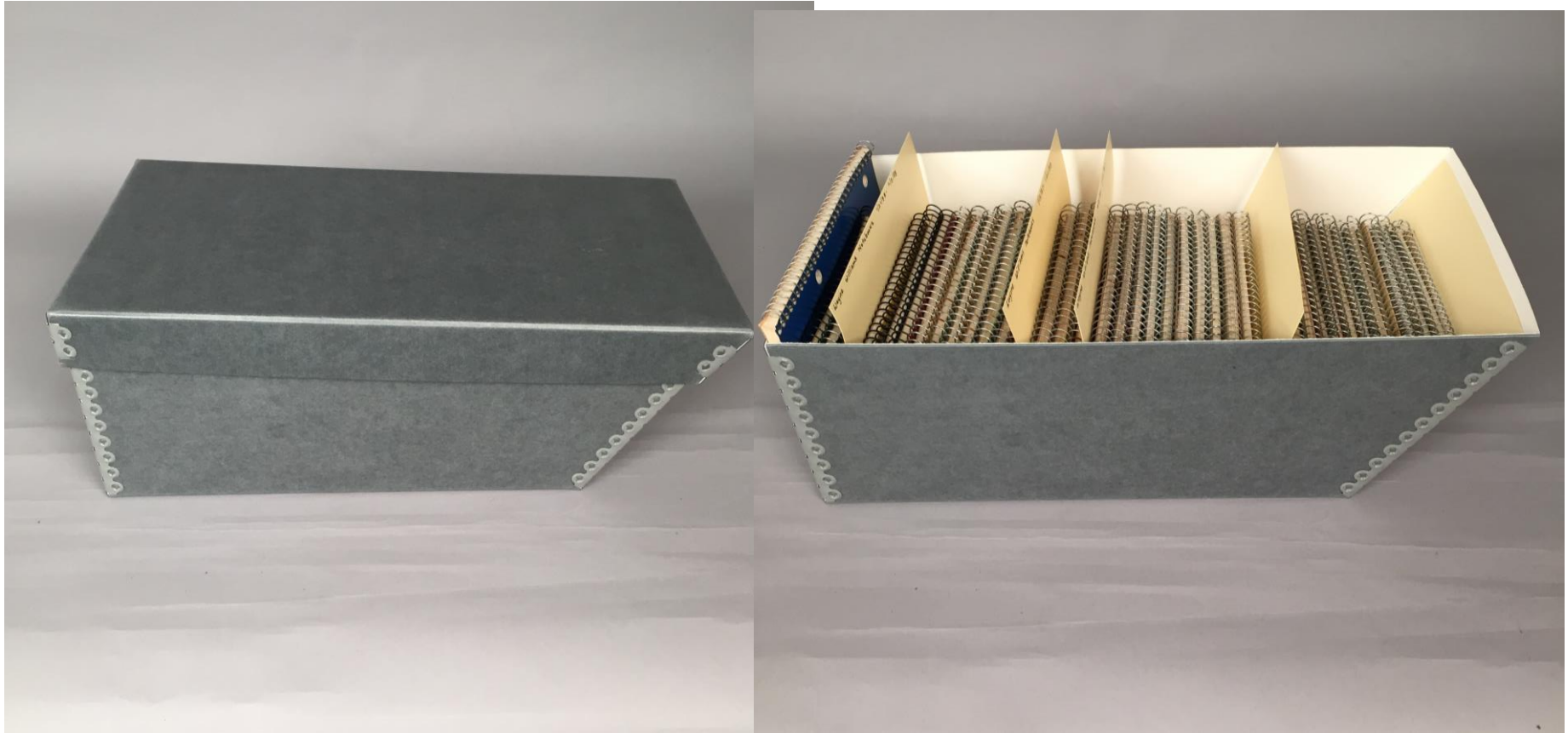
# Document Storage





# Spiral Notebooks

1960's-2000's



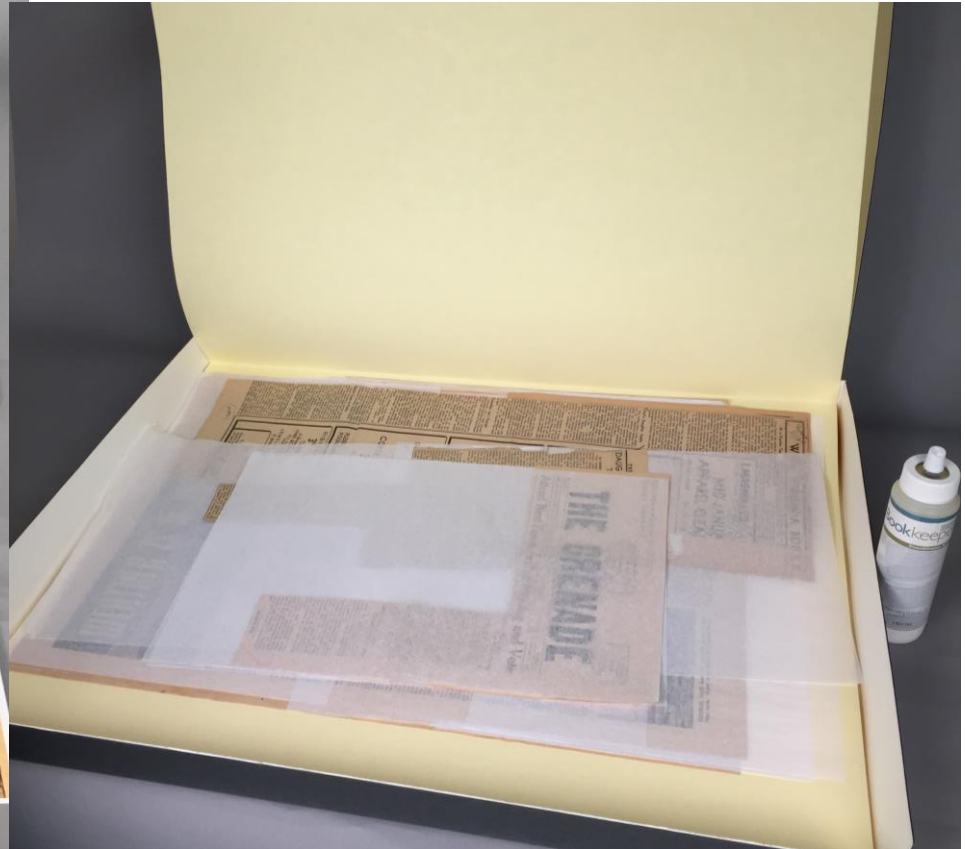


# Business Cards

Business cards with box and enclosures

# Newspapers

Circa 1900-2000's

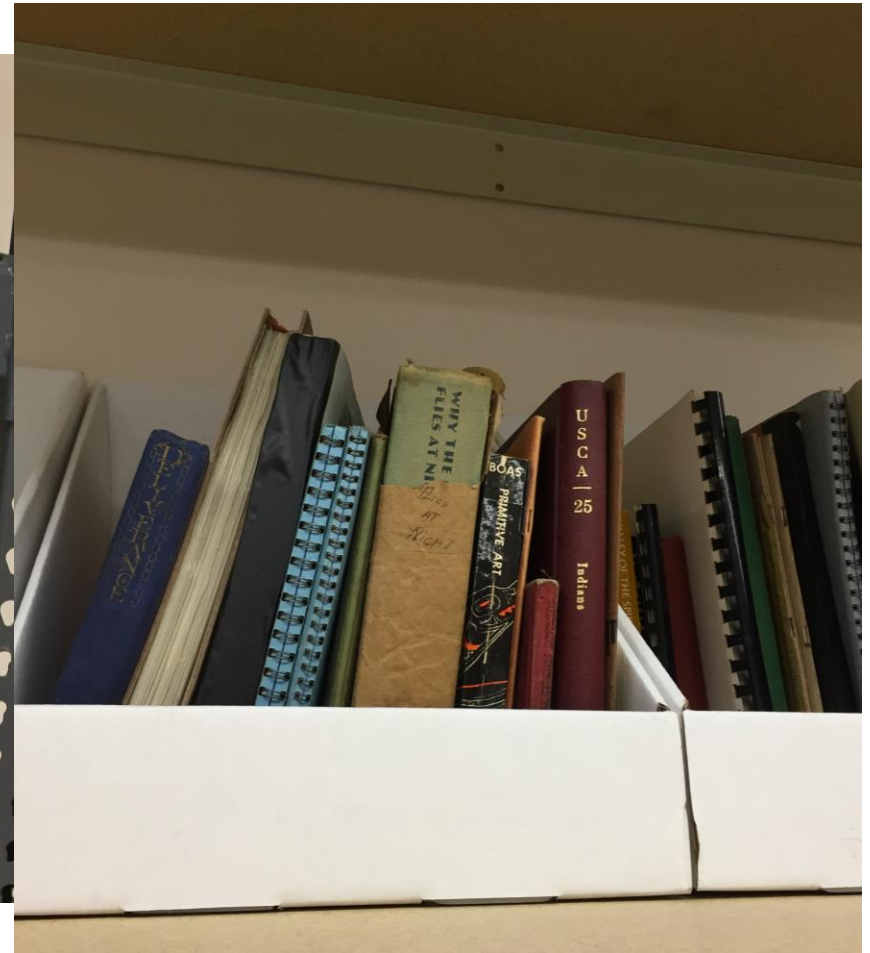
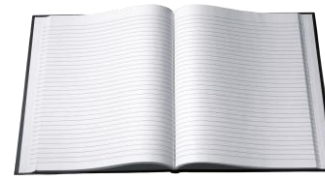


# Artwork Storage





# Books



# Post cards



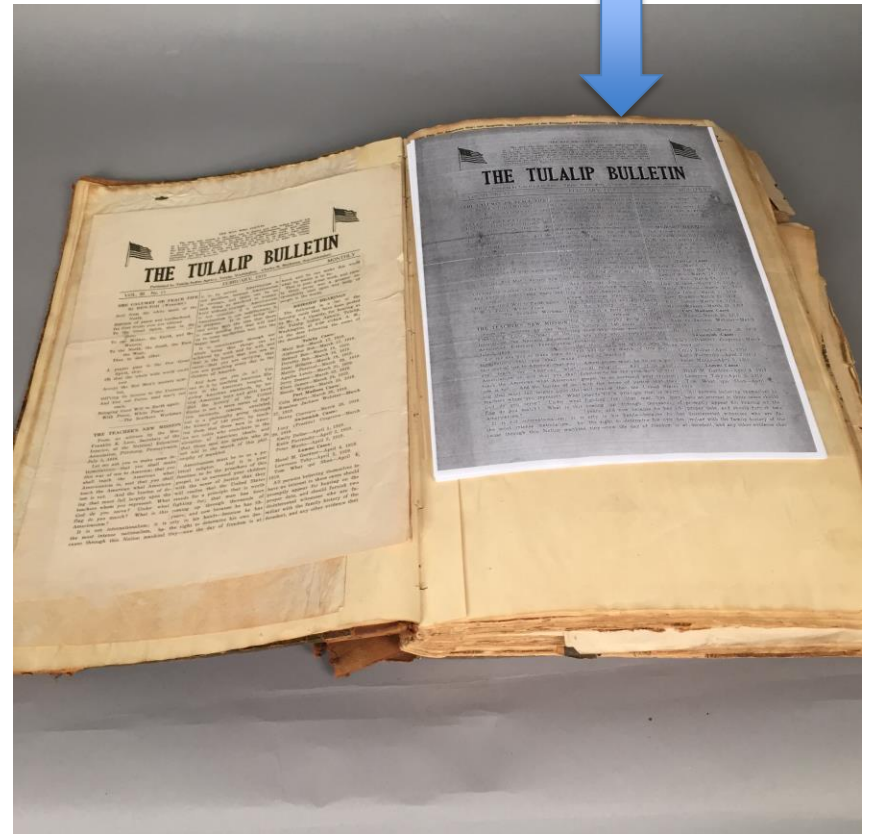
# Photo Albums





# Scrapbooks

Circa 1920-1990's

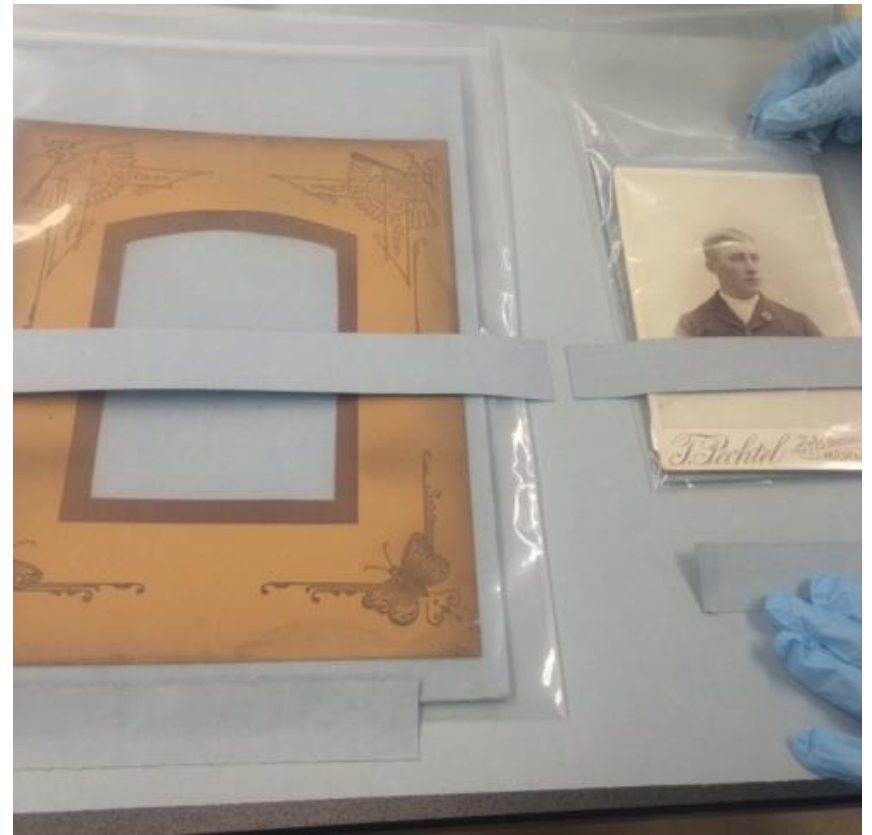
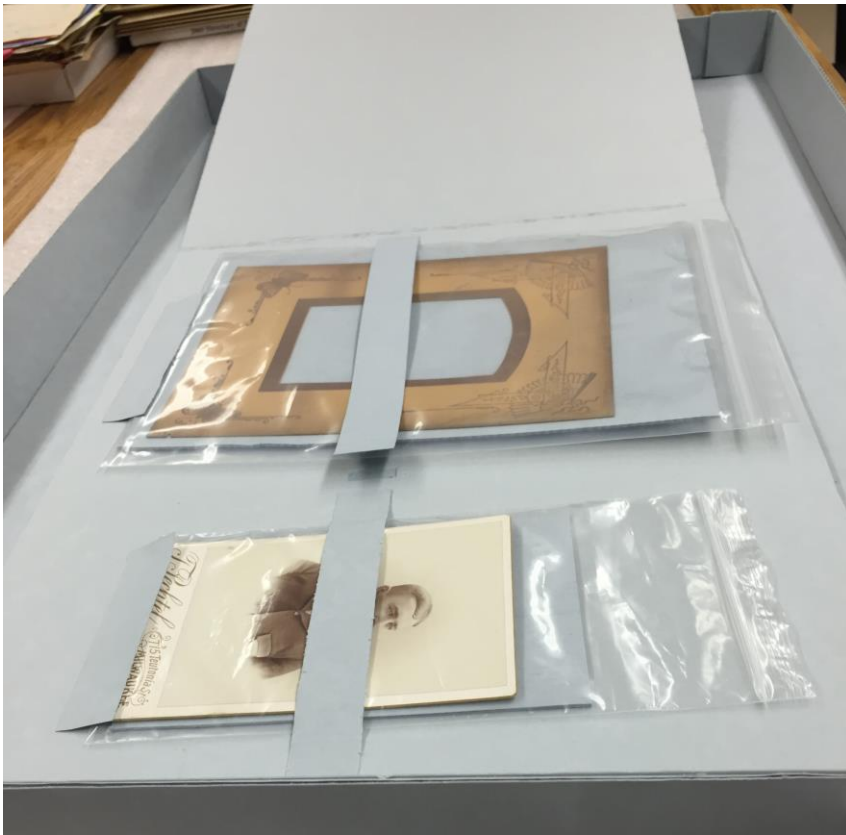




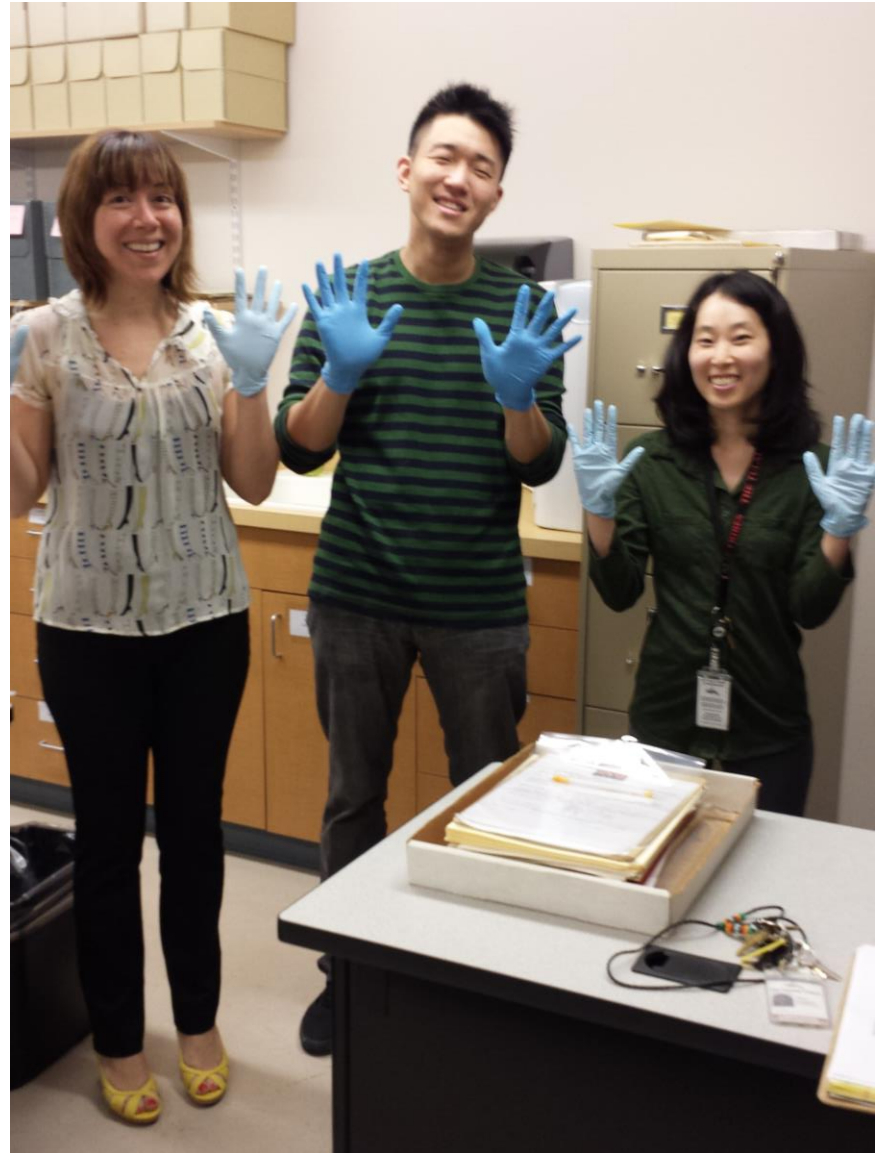
# Framed Photographs



# Framed Photographs



**Remember  
to have  
Fun!**



Tessa, Dan (volunteer) and Kaila



# Thank You!

- ATALM
- Our Hibulb Cultural Center Staff and Volunteers
- The Tulalip Tribes
- The Tulalip Tribes TDS Department
- Washington State University's Sustainable Heritage Network (SHN)

# OUR CONTACT INFORMATION

- Tessa Campbell
  - (360) 716-2646
  - tcampbell@tulaliptribes-nsn.gov
- Kaila Cogdill
  - (360) 716-2636
  - kcogdill@tulaliptribes-nsn.gov

