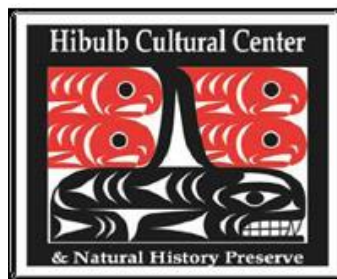


TULALIP TRIBES' HIBULB CULTURAL CENTER & NATURAL HISTORY PRESERVE

How-To Archival Handbook Prepared for ATALM 2015 Conference



2015

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How-to Archival Handbook for the Hibulb Cultural Center & Natural History Preserve

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Hibulb Cultural Center Project—Our project at the Hibulb Cultural Center was to rehouse the Chief William Shelton family photographs and documents in proper archival storage. We decided to document this process in order for it to be used as a future guide.



Figures 1 & 2: Photo Storage Area at the Hibulb Cultural Center

Mission of the 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.

- Protect, maintain, and preserve the legacy of traditional cultural values and spiritual beliefs for which our ancestors gave their lives.
- Assure that these values and beliefs are treated with dignity, respect, and integrity within the Tulalip Tribes and surrounding communities.

Helpful Resources/Reading:

- ❖ *National Park Service* (NPS Museum Handbook Exhibit Guidelines)
- ❖ *Smithsonian National Archives* (good resource)
- ❖ Balboa Art Conservation Center (BACC)

- ❖ *NPS Conserve O Grams* (PDF Version—*Caring for Photographs: Special Formats* (1997) —very useful):
Website:
http://www.nps.gov/museum/publications/conservedgram/cons_toc.html#collectionpreservation
- ❖ *Canadian Conservation Institute* (Go to CCI Notes):
Website:
<http://www.cci-icc.gc.ca/resources-ressources/ccinotesicc/index-eng.aspx>
- ❖ The Australian Institute for the Conservation of Cultural Material Visual Glossary
Website:
<http://www.aiccm.org.au/resources/visual-glossary>
- ❖ Connecting to Collections Care Online Community:
Website:
<http://www.connectingtocollections.org>
- ❖ The Getty Conservation Institute (Conservation Perspectives, The GCI Newsletter)
Website:
http://www.getty.edu/conservation/publications_resources/newsletters/index.html
- ❖ **Northeast Document Conservation Center** (24/7 Emergency Hotline)
Phone: 1-855-245-8303
Website:
<https://www.nedcc.org>
- ❖ **Society of American Archivists**
Website: <http://www2.archivists.org/standards/museum-archives-guidelines>
- ❖ **Western Washington University Records & Archives Center**
Website: <http://library.wvu.edu/hr/archives>
- ❖ **American Association of State & Local History**-Online Basics of Archives Training
Website: <http://learn.aaslh.org/calendar/>
- ❖ Wagner, Sarah
2002 *Enclosures for Glass and Film Negatives and Lantern Slides in Storage of Natural History Collections: Ideas and Practical Solutions* edited by Carolyn L. Reese and Amparo R. de Torres, Vol. II. Pp. 141–44. Society for the Preservation of Natural History Collections.
- ❖ For information on the difference between buffered and unbuffered University Products' "How To Guide" is a good resource:
http://www.universityproducts.com/resources.php?m=how_to_detail&id=4

❖ Guide to Collections Care from Gaylord Archival

<https://p.widencdn.net/aqvadn>

Archival Storage Supply Companies: (This is not an exhaustive list and HCC does not endorse this list)

Gaylord Archival

Talas

University Products

Hollinger Metal Edge (This company has products for Glass Negatives and Lantern Slides)

Masterpak-USA (http://masterpak-usa.com/com_01_cust.htm)

BEFORE WE GET STARTED:

Some Do's and Don'ts of Photo and Archival Storage: You should consult the above guides and resources (which are free online) and also look at *A Guide to Handling Anthropological Museum Collections* (Odegaard & Katterman 1991). When in doubt, please ask a conservator, an archivist or a curator for assistance.

1. **No food, gum or beverages** (*including water*) in the Lab and Collections area.
2. Work on a clean, flat, dry and debris free surface.
3. Remove any sharp or loose objects (like name tags, jewelry, etc.) when working with collections.
4. **Never** place photos, ethnological and archaeological objects DIRECTLY on the floor or next to a sink.
5. All material should be handled with gloves. Avoid touching photographs and slides with bare hands. Change gloves when they become dirty.
6. Keep archives out of direct sunlight or away from direct heat sources.
7. **Nitrile gloves are the best** (blue, purple, and black). Avoid non-vinyl plastic gloves. Cotton gloves are not the best for slides and photographic material since cotton can be slippery and leave residue.
8. **Wash your hands** *before* and *after* handling the Collection.
9. When working with and storing Glass Plate Negatives *do not* stack plates directly on top of each other. Work with one at a time.
10. **Never freeze** Glass Plate Negatives and Lantern Slides.
11. Handle photos at the diagonally opposite corners with both hands.

12. Cleaning: light brushes are recommended—but consult the conservator or curator before attempting to clean archival material.
13. Avoid polyvinyl-chloride plastic (PVC) and stick with polyester, polypropylene or polyethylene sleeves. Paper four flap enclosures are also recommended.
14. Avoid using *sleeves with adhesive tape enclosures*. The tape can stick onto the surface of the photos when they are taken in and out of the sleeves.
15. Always insert extra padding (archival appropriate paper) if the storage box has extra room. Avoid overstuffing and under stuffing the box with photos.
16. Only handle the photographs when necessary. Keep in mind that damage can occur during the handling and displaying of photos. When not in use, the photos should be in proper archival storage.
17. Remember to remove all staples and metal paper clips from the document. These can mark, stain, and tear paper over time. We like to use the Plastiklips Plastic Paper Clips.
18. Keep collections secure at all times.
19. Have an emergency preparedness plan and emergency supply kits in place.
20. Use a #2 pencil to mark or label documents.

Laboratory Tools:



Figure 3: Tools



Figure 4: 3 mil Nitrile Gloves

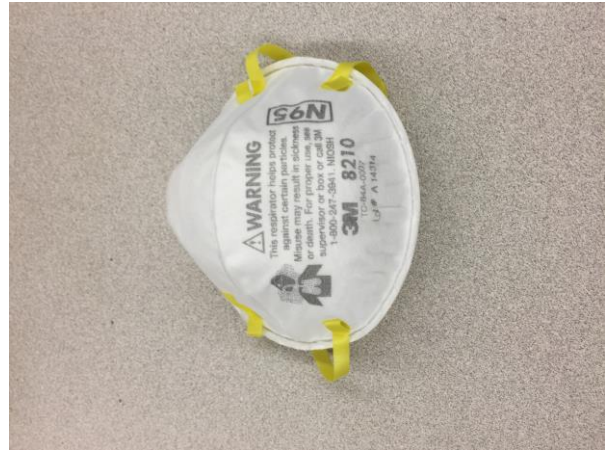


Figure 5: Respiration Mask

Step One:

Assess the collection for any signs of insect, pest or mold infestations. If any infestation is detected, double-bag the collection and do a freezer treatment for one week. Remove the materials from the freezer and allow them to acclimate for 24 hours. After 24 hours, put materials back in the freezer for another week. This process will kill off any type of infestation. After the final week, remove the items from the freezer. **DO NOT** remove items from the bag immediately as this can allow mold to grow. It is important to allow them to acclimate and remain in the bag for 24 hours before removing.

Step Two:

Begin the process of sorting through the materials, do a general assessment and cleaning. It is important to keep an eye out for any metal fasteners, such as paperclips and staples, and remove them by hand. Many fasteners are made out of metal, which corrode over time and leave marks or stains on the document. Use a plastic archival clip to hold documents together.



NO!



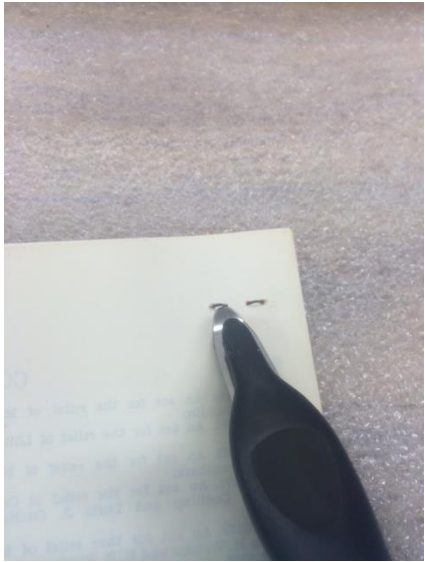


Figure 6: Lifting up Staple Prongs

Tip: It is recommended to use a flat staple remover in lieu of a standard one. First, lift up the two prongs on the back side of the document. Flip the document over and lift out the staple and discard.



Figure 7: Removing Staple

Step Three:

Begin by sorting the collection by medium and storing materials in recommended examples below.

Examples of Different Photograph Types: When working with family photographs and albums, there are bound to be photos of different sizes and types. At the [Hibulb Cultural Center](#) our project was to rehouse the William Shelton family photo collection. This collection included black and white photographs, color photographs, slides, Lantern Slides, copper plates, glass negatives, and Negatives. Please see below for a description of the archival process for each photo type.



Figure 8: Photo Processing Area

❖ Negatives:

Before



Figure 9: Picture of Negatives

After



Figure 10: Negatives in Proper Archival Storage

Method and Materials: The film should be housed in appropriate photo archival storage. Gaylord Archival sells boxes and sleeves that are used for negative storage. Gaylord 2.4 mil Polypropylene Self-Locking 35 mm Negative Sleeves (50 pack) and Gaylord 10 pt. Folder Stock Negative Strip Envelopes (50 Pack)

❖ Copper Plates:



Figure 11: Copper Plate

Method and Materials: The copper side needs to face up when stored. The plates should not be stacked on top of each other. We used a 9 W x 11.5 L x 3 H Gaylord Blue/Grey Barrier Board Archival Box. We also wrapped the plates in acid free tissue paper.



Figure 12: Acid Free Tissue Paper



Figure 13: Copper Plate Storage

❖ Photographs (Black/White and Color):



Figure 14: Assortment of Photographs



Figure 15: B/W and Color Photographs



Figure 16: B/W Photograph

Method and Materials: The photos came in a variety of sizes. We decided to house the photos in polyethylene sleeves (these sleeves come in many different sizes). The sleeves can be purchased at Gaylord Archival, Talas, Hollinger Metal Edge, and University Products. We also used Ziplock Bag Stiffeners (100 pack). These bag stiffeners can be purchased at Gaylord Archival and were used to separate photos in the storage box.



Figure 17: Different Archival Sleeves

For the larger photographs we placed these in 10 pt. Print Folders (Gaylord Archival) and utilized the Gaylord Archival Blue/Grey Barrier Board Drop Front Deep Lid Archival Print Box.

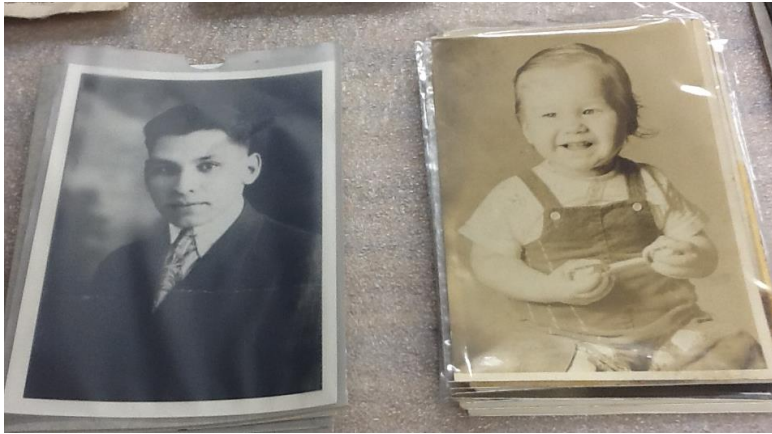


Figure 18: Photographs in archival polyethylene sleeves

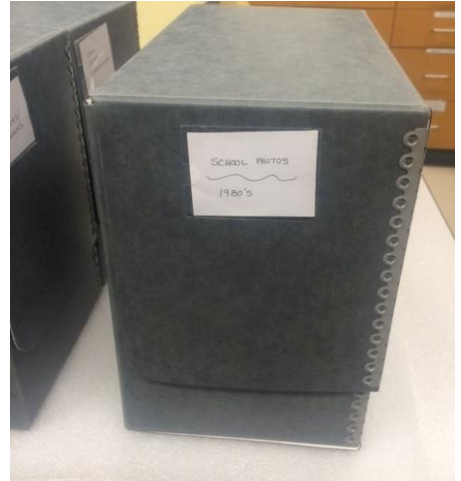


Figure 19: Blue/Grey Barrier Board Drop Front Deep Lid Archival Print Box.



Figure 20: Various box sizes and enclosures



Figure 21: Photos in Storage Box with Sleeves and Spacers

❖ Glass Negatives:



Figure 22: Glass Negative

Method and Materials: We will be housing these in Hollinger Metal Edge Glass Negative Storage Boxes. The boxes are made for 4 x 5, 5 x 7, and 8 x 10 Glass Negatives. We used Hollinger Metal Edge Tyvek Envelopes to store the Glass Negatives.

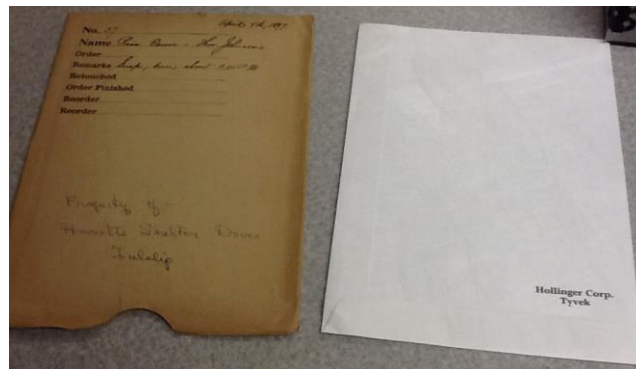


Figure 23: The original envelope is to the left; the Tyvek envelope enclosure is to the right

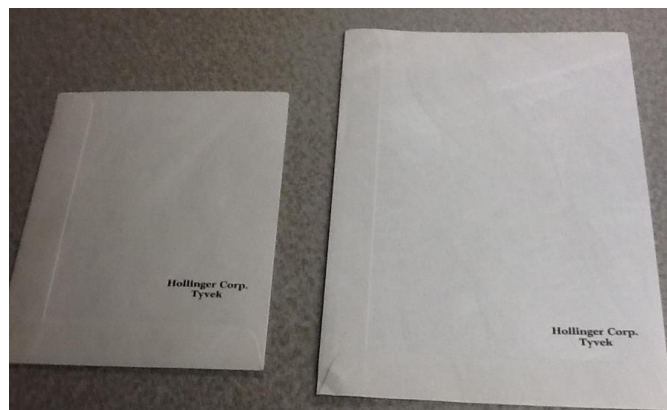


Figure 24: Tyvek Envelopes for the 4 x 6 and 5 x 7 Glass Negatives



Figure 25: Glass Negative Box

❖ Glass Lantern Slides:



Figure 26: Glass Lantern Slides



Figure 27: Glass Lantern Slides

Method and Materials: Gaylord and Hollinger Metal Edge carry Glass Lantern Slide storage products. Gaylord enclosures were too small for the current Lantern Slides. Therefore, we housed the Glass Lantern Slides in Hollinger Metal Edge's Lantern Slide Four Flap Envelopes and Lantern Slide Storage Boxes. Please note that Hollinger Metal Edge often has a minimum order quantity for some of the products.



Figure 28: Four Flap Enclosures



Figure 29: Glass Lantern Slide Box



Figure 30: Glass Lantern Slides in Storage



Figure 31: Glass Lantern Slide Storage Boxes

EXAMPLES OF DOCUMENTS: In addition to the photographs, there were documents, various artifacts, diaries, and other historical papers. We decided to keep a record of the document process at the Hibulb Cultural Center.



Figure 32: Box of Unsorted Materials



Figure 33: Table Full of Unsorted Materials

❖ Stenographs:

Method and Materials: We used acid free tissue paper to wrap each stenograph and then housed them horizontally in a Gaylord Archival Rectangular Storage Box with protective padding on the sides.

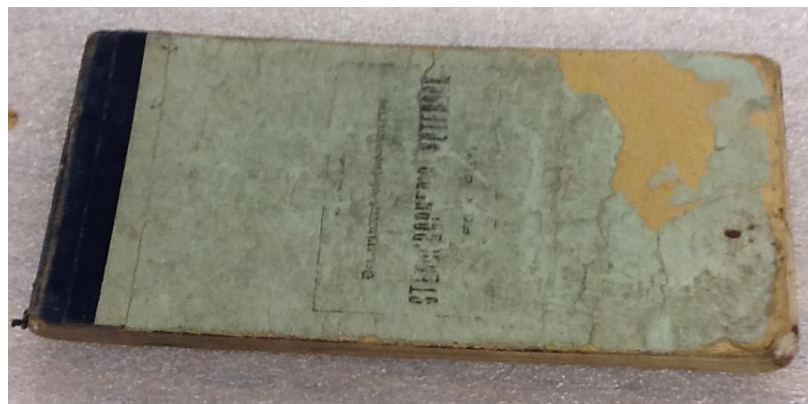


Figure 34: Stenograph from 1920's



Figure 35: Stenograph Storage

❖ Audio Cassette Tapes:

Method and Materials: We purchased an archival audiocassette box from Gaylord Archival as well as Gaylord Archival single audiocassette cases.



Figure 36: Cassette Tape Storage Enclosures



Figure 37: Cassette Tape Storage Box

❖ **Audio Reel Tape:**

Method and Materials: We used the Clamshell Archival 7” Audio Reel Box that fit the recording tape film.



Figure 38: Audio Reel Box

❖ **Rare Books, Albums, and Diaries:**

Method and Materials: Gaylord Archival carries black clamshell archival rare book boxes that fit the special size books, albums, and diaries.

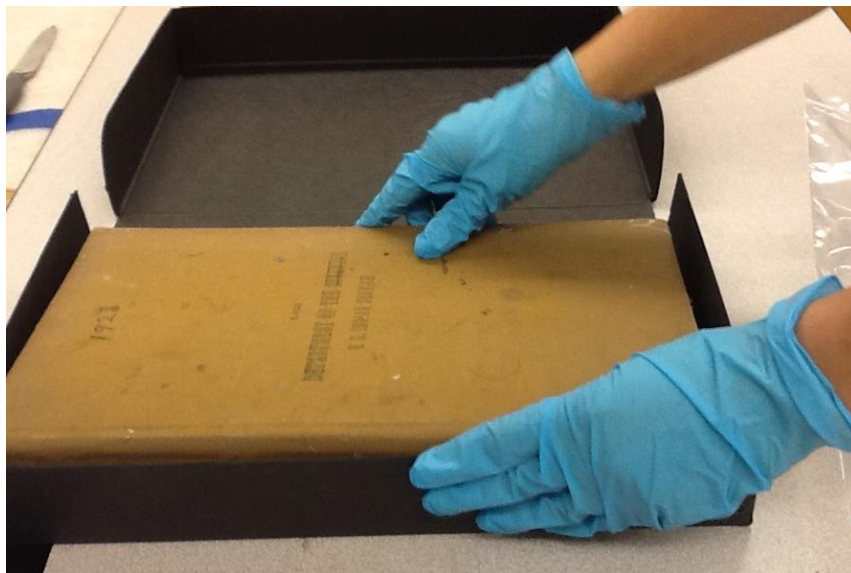


Figure 39: Rare Book Clamshell Storage Box

❖ **Documents:** The documents came in different sizes. We used the photo archival enclosures for the more sensitive paper documents and housed the documents in letter and legal size archival folders. We also used Gaylord Archival Blue/Grey Flip top boxes to store the documents.

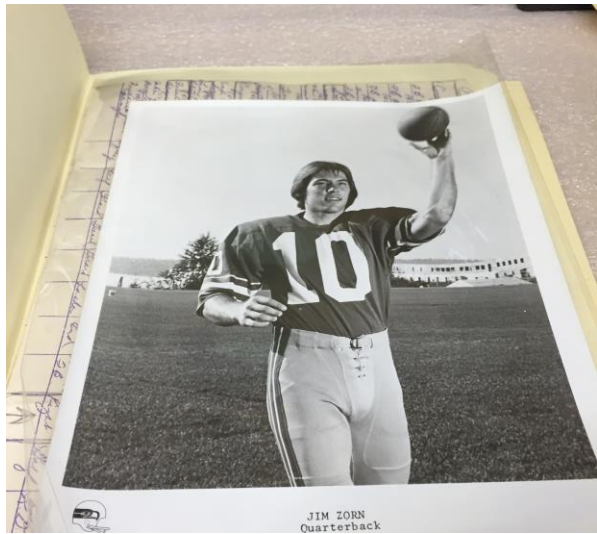


Figure 40: Black & White Photograph



Figure 41: Document Storage Flip-Top Box

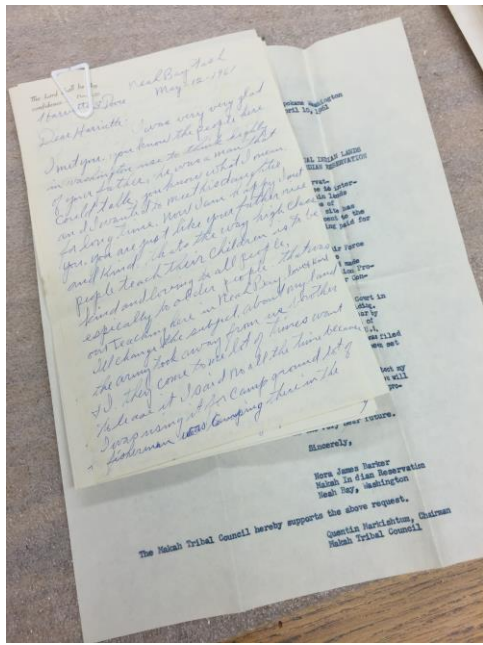


Figure 42: Example of Attaching Documents Together



Figure 43: Document Storage Flip-Top Box



Figure 44: Sorting Process for HCC

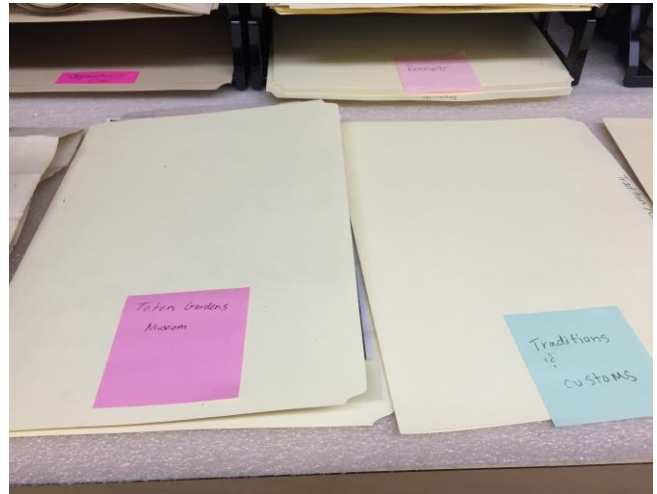


Figure 45: Archival Lab Processing

Method and Materials: Documents were first placed into archival polyester envelopes and then filed into archival folders prior to storage.

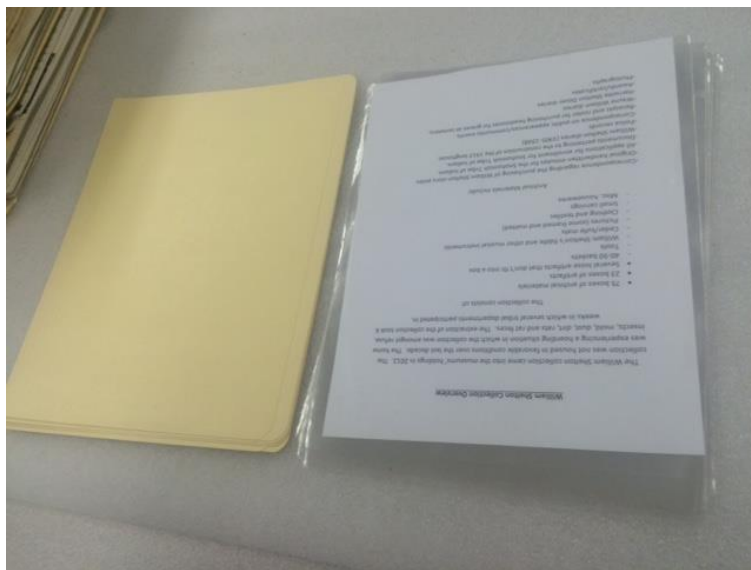


Figure 46: Acid-Free Folders and Polyester Envelopes

❖ Spiral Notebook Storage

Method and Materials: A slanted box, called a stereo storage box from Gaylord Archival, was used to house spiral notebooks. The slant allows for easy browsing. The metal rings that hold the pages together will corrode over time. It is good to number the pages and remove the spiral rings and fasten pages with plastic clips.



Figure 47: Stereo Box used for Spiral Notebook Storage



Figure 48: Interior of Box



Figure 49: Side view of Box

❖ Business Cards

Method and Materials: These small boxes were purchased from Hollinger Metal Edge. They are called “non-printed document mini-cases” and are used for smaller business card collections. For a higher number of business card collections, use the “Carte de Visite” box with 2.5” x 4.5” Carte de Visite sleeves sold by Gaylord Archival.



Figure 50: Non-printed Document Mini-Cases
With Carte de Visite sleeves

❖ Newspapers

There are two methods for maintaining newspaper collections. The first method is to keep the original newspaper in your collection. If this route is selected it is important to spray newspapers with de-acidification spray prior to housing. Newspaper print storage kits are available which contain a large storage box, large acid-free folders and interleaving tissue sheets.



Figure 51: Newspaper Preservation Kit sold by
Gaylord Archival

The second method, which is recommended by archivists, is to photocopy the original. Next, simply discard the newspaper and store the photocopy in an archival storage box.



Figure 52: Photocopy of original newspaper

❖ Storage of Artwork

There are two options for artwork storage. The first is to order archival boxes or if a box does not come in the size needed a custom box can be made using blue board.



Figure 53: Archival Print Box from Gaylord Archival



Figure 54: Custom Made Art Work Box from Corrugated Board

❖ Books



Figure 55: Books in storage trays

Storage trays for books are available through Gaylord Archival and are an economical way for housing them.

❖ Postcards



Figure 56: Postcard storage box, box stiffeners with post card sleeves

Postcards are first placed into polyester sleeves, purchased through Gaylord Archival, then placed in a clamshell box, then separated by box stiffeners.

❖ Photo Albums

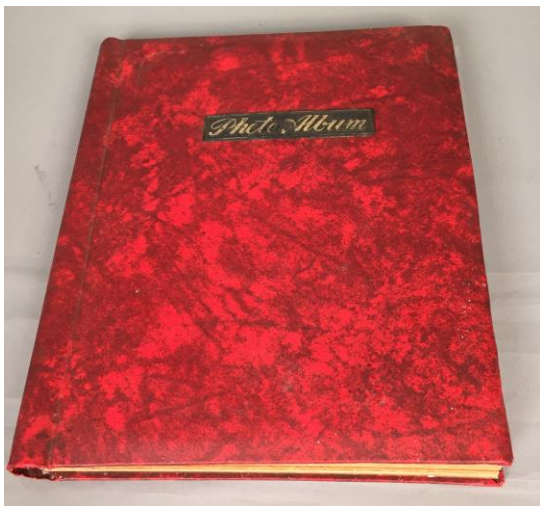


Figure 57: Magnetic Page Photo Album



Figure 58: Photocopied Page of Photo Album

For photo albums, pages are photocopied to document their original order. Next, photos can be removed from their pages, if possible. If photos are difficult to remove a paper conservator should be consulted.

❖ Scrapbook

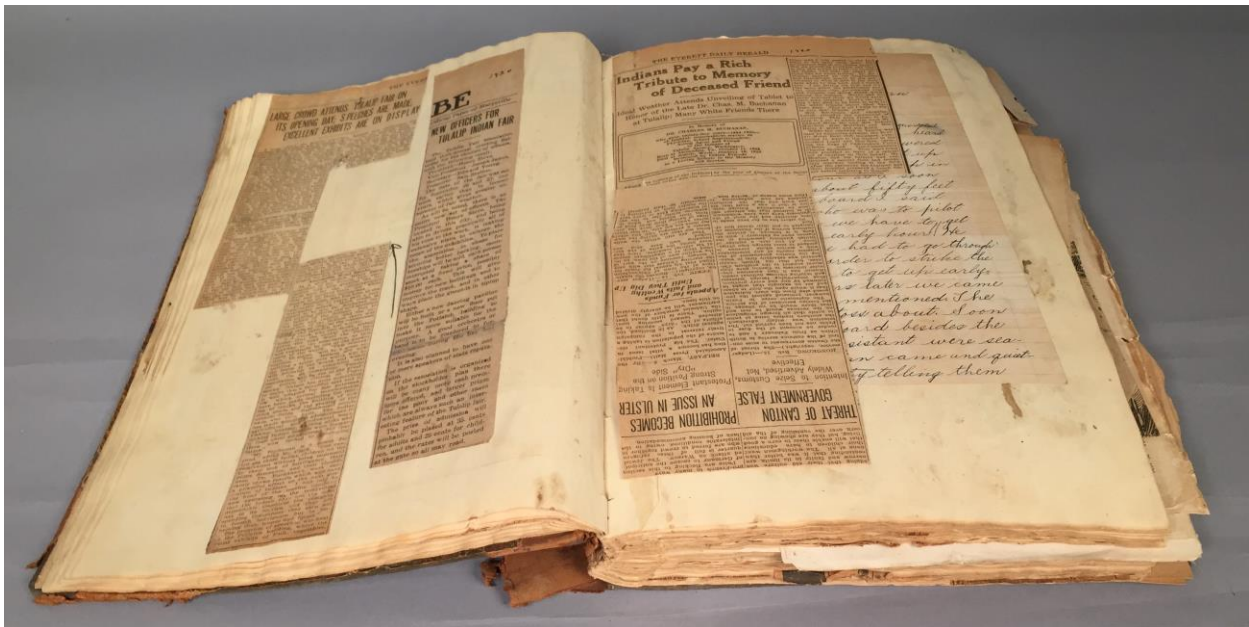


Figure 59: Interior of Scrapbook

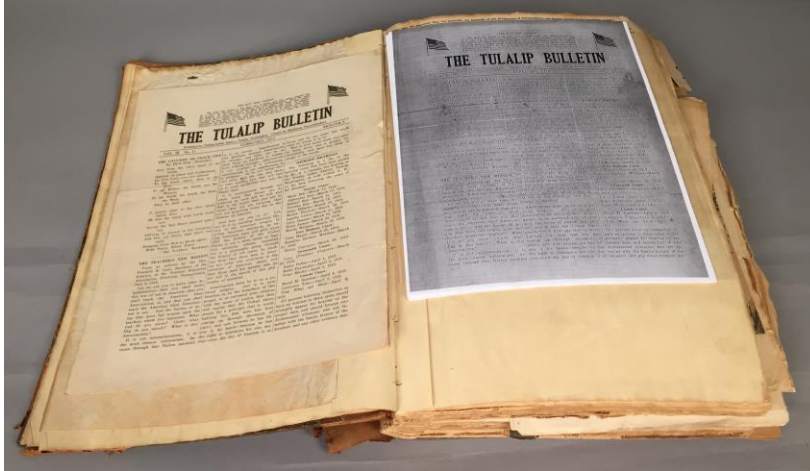


Figure 60: Photocopied page of scrapbook

For scrapbooks there are two options for archivists. One option is to leave the scrapbook intact and place interleaving pages between each page. The scrapbook should then be stored in an archival box.

The other option is to photocopy the pages of the scrapbook and disassemble it. Photocopying is recommended to document the original order of the scrapbook. Next, documents can be removed from their pages, if possible. If they are difficult to remove a paper conservator should be consulted.

Framed photographs



Figure 61: Custom box for framed family photo



Figure 62: Custom mount for photo and mat

For a framed photograph, if a premade box is not available in the dimensions needed, a custom box can be made using B-flute corrugated board. A custom base with lid can be made after the box is complete. Photographs can be removed from their frames. It is recommended that a conservator be consulted. The frame can be placed in a polyethylene zip lock bag, which comes in various sizes. The bagged frame can be placed in the box. Next, a mounting system for any loose photos or matting can be made with E-flute corrugated board. The board is scored in the center then folded in half. Strips from the B-flute can be used to create the fasteners for the photo and mat. These are attached with 3M 415 double-sided tape. Photos then slide in under the fasteners and are secure and will not slide around.

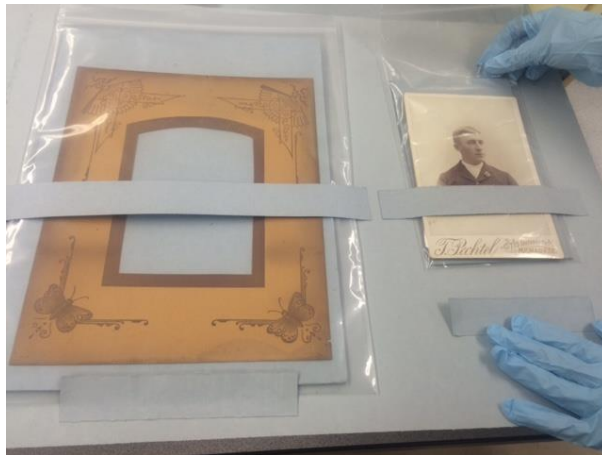


Figure 63: Photo and Mat Mounting System

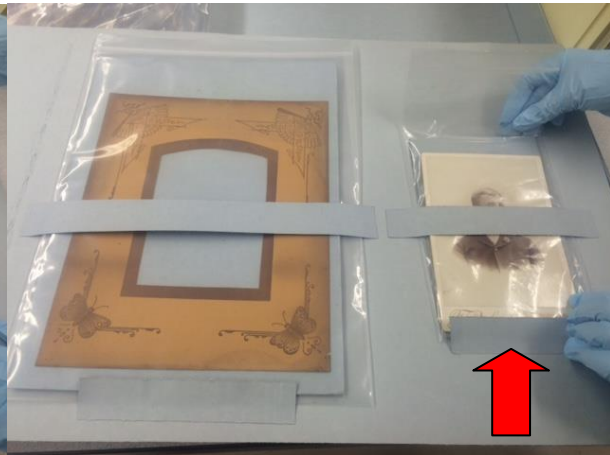


Figure 64: Photo being placed in its slot.

- ❖ **CONCLUSION:** We hope you found this How-to Guide useful. Obviously the type of storage materials will be dependent on the nature of the collection (size and type) and your institution's budget. Remember whenever sorting archives, it is important to keep in mind that it should be easily accessible again by staff and/or researchers!

If you have any questions about this guide, please call the Collections and Curatorial Department at the **Hibulb Cultural Center** at (360) 716-2600. Remember good photo storage practices are important not only for the present, but also for the future!