



# CWAM Resource Guide 2016

## Conservation, Collections Management & Registration Supplies & Information

Isabel Tovar • Updated April 2016

This CWAM Resource Guide provides information and references for Conservation, Collections Management, and Registration. Information in this document has been provided by museum professionals with hands-on experience in these fields. References are checked and updated annually. Over time, there will be changes to the information listed below including supplier names and contact information. If you would like to submit updates or new information, please contact the CWAM Services Team.

Inclusion in this Guide is not an official endorsement on the part of the Colorado-Wyoming Association of Museums.

*First a note:* CWAM CO-OP Purchasing: Institutions may take advantage of cooperative purchasing as a benefit of CWAM or MPMA membership. This can save you money on the supplies and equipment that you use most often. In addition, many suppliers will work with you to keep shipping costs as low as possible. Always check the CWAM CO-OP Program first on the CWAM website at [www.cwam-us.org/services/coop](http://www.cwam-us.org/services/coop).

The CWAM Emergency Preparedness Chair is also an invaluable resource for information and contacts within the museum community. Please visit the Emergency Preparedness page of the CWAM site: <http://www.cwam-us.org/services/mast>.

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## Contributors

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## Organizations

There are numerous organizations that provide valuable references and information on products necessary for the care of collections. General collections care resources change from time to time. The following are some that are known to be reliable and appropriate for most museums.

- **The American Institute for Conservation (AIC):** The leading professional organization for conservators in the United States. The AIC has a page for referrals that can assist you in finding a qualified conservator to work on a specific problem or who is located in a specific area. Remember that not all conservators are a member of AIC or have sought the professional levels of associate or fellow. The website is, however, an excellent place to start. The AIC has a link to a series of pamphlets (“Caring for Your Treasures”) with advice on caring for different types of objects. You will also find tools and links for disaster response: [www.conservation-us.org](http://www.conservation-us.org)
- **The American Association of State and Local History (AASLH):** Produces an excellent series of technical leaflets providing information on care of collections and other topics for small museums and historical societies: [www.aaslh.org](http://www.aaslh.org)
- **The Bibliographic Database of the Conservation Information Network (BCIN):** The Web's most complete bibliographic resource for the conservation, preservation and restoration of cultural property: [www.bcin.ca/English/home\\_english.html](http://www.bcin.ca/English/home_english.html)
- **Building Conservation Inc.:** Contains comprehensive information and resources on the preservation, restoration, and repair of structures and materials: [www.buildingconservation.com](http://www.buildingconservation.com)
- **The Canadian Conservation Institute (CCI):** Promotes the proper care and preservation of Canada's cultural heritage. CCI has furthered its reputation by working closely with a wide variety of museums, art galleries, academic institutions, and other heritage organizations: [www.cci-icc.gc.ca/index-eng.aspx](http://www.cci-icc.gc.ca/index-eng.aspx)
- **The Canadian Heritage Information Network (CHIN):** Created in 1972, CHIN connects Canadian museums to each other and their audiences through the use of digital technologies. The CHIN site provides the heritage community with access to professional resources, with a particular focus on skills for creating, presenting and managing digital content. Products and services include online courses on image digitization and automated collections management systems, information about professional events and career opportunities; research and reference tools; intellectual property publications; bibliographies and data dictionaries. CHIN also represents the Canadian museum community in international projects regarding access to heritage information. CHIN's

work in developing standards for museum documentation has been internationally recognized and has been extended to encompass a broad range of information types and the technical protocols necessary to exchange information in a widely distributed environment: [www.rcip-chin.gc.ca/index-eng.jsp](http://www.rcip-chin.gc.ca/index-eng.jsp)

This link will soon be replaced as resources are moving over to Canada.ca.

- **Colorado Cultural and Historic Resource Alliance (CAHRA):** The cultural arm of the Colorado Office of Emergency Management (OEM). CAHRA has a team that monitors museums, archives, libraries and historic sites in Colorado during disasters. CAHRA works collaboratively with Connecting to Collections (C2C), with national groups, with CWAM and with the state Library and the Office of Archaeology and Historic Preservation: <http://chrtaskforce.weebly.com/>
- **Connecting to Collections (C2C):** An Institute of Museum and Library Services (IMLS) initiative to aid libraries and museums in their efforts to provide the best possible care for their collections: <http://www.ims.gov/collections>. There is also an active online community: <http://www.connectingtocollections.org>
  - Colorado C2C website: <http://collectioncare.auraria.edu>
- **Conservation OnLine (CoOL):** A project of the Preservation Department of Stanford University Libraries, CoOL is a full text library of conservation information, covering a wide spectrum of topics of interest to those involved with the conservation of library, archives and museum materials. It is the oldest website of information and resources for Art Conservators. It also contains links to many other preservation and conservation organizations of far-reaching interest to those in museums, archives, historical societies and the like: [cool.conservation-us.org](http://cool.conservation-us.org)
- **CWAM Services Team:** Designed to help member institutions solve collections care issues, find local resources, find conservators and other museum professionals willing to share their expertise. Including Emergency Preparedness: [www.cwam-us.org/services](http://www.cwam-us.org/services)
- **CWAM museums:** We have some of the best museums in the country, and these can be your best resource, especially in an emergency. Network and get connected with your neighbors! Check out the CWAM Museum Guide: [www.cwam-us.org/museum-guide](http://www.cwam-us.org/museum-guide)
- **The Minnesota Historical Society (MHS):** Has many useful collections care brochures and podcasts available on-line that are applicable to small museums everywhere.

MHS Conservation: [www.mnhs.org/preserve/conservation/index.html](http://www.mnhs.org/preserve/conservation/index.html)

The MHS Historic Housekeeping Handbook is also available as a PDF file: [www.mnhs.org/preserve/conservation/reports/manual-0102.pdf](http://www.mnhs.org/preserve/conservation/reports/manual-0102.pdf)

- **The National Park Service (NPS):** Conserv-o-Grams and Preservation Briefs are one of the best resources available for the museum bookshelf. There are short articles that cover a wide range of issues including the care of many types of objects commonly found in museum collections.

Conserve-O-Grams:

[www.cr.nps.gov/museum/publications/consveogram/cons\\_toc.html](http://www.cr.nps.gov/museum/publications/consveogram/cons_toc.html)

Preservation Briefs: [www.nps.gov/tps/how-to-preserve/briefs.htm](http://www.nps.gov/tps/how-to-preserve/briefs.htm)

NPS also has its Museum Handbook available online in multiple PDF files for Collections, Records, and Collections Use. It is a reference guide on how to manage, preserve, document, access, and use museum collections:

Museum Handbook: [www.nps.gov/museum/publications/handbook.html](http://www.nps.gov/museum/publications/handbook.html)

- **The National Preservation Institute (NPI):** A nonprofit, 501(c)(3) organization offering specialized information, continuing education, and professional training for the management, development, and preservation of historic, cultural, and environmental resources. Founded in 1980, NPI offers seminars in historic preservation and cultural resource management: [www.npi.org](http://www.npi.org)
- **The Northeast Document Conservation Center (NEDCC):** The largest nonprofit, regional conservation center in the United States. Its mission is to improve the preservation programs of libraries, archives, museums, and other historical and cultural organizations; to provide the highest quality services to institutions that cannot afford in-house conservation facilities or that require specialized expertise; and to provide leadership to the preservation field. They also provide many useful resources at their website including an entire manual on the care of archival and library collections available in both English and Spanish: [www.nedcc.org/home.php](http://www.nedcc.org/home.php)
- **Northern States Conservation Center:** A privately operated conservation center in Minnesota. They provide many resources and training on their website for the care and managing of collections. They also publish a helpful newsletter called Collections Caretaker that is available by subscription: [www.collectioncare.org](http://www.collectioncare.org)

- **Preserving My Heritage:** If you have previously heard of this resource, it has been fully integrated into the CCI website: [www.cci-icc.gc.ca/index-eng.aspx](http://www.cci-icc.gc.ca/index-eng.aspx)
- **Storage Techniques for Art, Science and History (STASH):** Site by and for the cultural heritage preservation community, created and maintained by the Foundation of the American Institute for Conservation of Historic and Artistic Works. The website provides information for institutions of all types and sizes on how to create appropriate and safe storage solutions: <http://stashc.com>
- **Sustaining Places:** It is an online encyclopedia of resources for small museums and historical organizations. Material is added weekly, and links are updated often: [www.sustainingplaces.com](http://www.sustainingplaces.com)
- **Western States and Territories Preservation Assistance Service (WESTPAS):** Started in 2007, its goals are to deliver preservation education and training workshops to libraries, archives, museums, historical societies, and other cultural institutions in 14 participating states and territories: Alaska, American Samoa, California, Colorado, Guam, Hawai'i, Idaho, Montana, Nevada, Northern Marianas Islands, Oregon, Utah, Washington, and Wyoming. WESTPAS also maintains a 24/7 disaster assistance number to provide advice and help in the event of a collection disaster: <http://westpas.org>

## General Supply Vendors

The following is a list of national vendors for collections management and conservation materials and services. This is a good place to start when looking for archival storage supplies, tools, registration materials, and the like. In many cases they will give you the specifications you might need and many have been approved for museum use. However, they may not be the only source for a certain item. You may find the same material available locally.

Arm yourself with a current selection of catalogs from the following companies that supply a wide range of equipment to museums for collections care purposes. You can save a lot of time and trouble by having the full set of catalogs in your library. Most, if not all, are free on request. Many catalogs are also available on-line which may be an easier way to research for many.

Always remember to consider shipping costs and delivery times.

- Archival Methods: 866-877-7050 or [www.archivalmethods.com](http://www.archivalmethods.com)
- Archival Products: 800-526-5640 or [www.archival.com](http://www.archival.com)
- Archivart: 888-846-6847 or [www.archivart.com](http://www.archivart.com)
- Art Preservation Services: 718-786-2400 or [apsnyc.com](http://apsnyc.com)
- Benchmark: 609-397-1131 or [www.benchmarkcatalog.com](http://www.benchmarkcatalog.com)
- Custom Manufacturing Inc: 607-569-2738 or [www.archivalboxes.com](http://www.archivalboxes.com)
- Conservation Resources International LLC:  
800-634-6932 or [www.conservationresources.com](http://www.conservationresources.com)
- Conservator's Emporium: Acquired by Museum Services Corp. See below.
- Dorfman Museum Figures, Inc.: 800-634-4873 or [www.museumfigures.com](http://www.museumfigures.com)
- Hollinger Metal Edge: 800-862-2228 (California) or 800-634-0491 (Virginia) or [www.hollingermetaledge.com](http://www.hollingermetaledge.com)
- Light Impressions: 800-975-6429 or [www.lightimpressionsdirect.com](http://www.lightimpressionsdirect.com)
- Gaylord: 800-962-9580 or [www.gaylord.com](http://www.gaylord.com)

- Global Industrial Equipment: 888-978-7759 or [www.globalindustrial.com](http://www.globalindustrial.com)
- Grainger: 800-472-4643 or [www.grainger.com](http://www.grainger.com)
- Katzke Paper: 800-744-3546 or [www.katzke.com](http://www.katzke.com)
- Lab Safety: Acquired by Grainger, see above.
- Museum Services Corp.: 651-450-8954 or [www.museumservicescorporation.com](http://www.museumservicescorporation.com)
- Talas: 212-219-0770 or [talasonline.com](http://talasonline.com)
- University Products: 800-628-1912 or [www.universityproducts.com](http://www.universityproducts.com)



## Materials Reference and Resources

A few of the most commonly used materials are listed below, along with uses and sources. The resources committee has attempted to provide ones that they have used successfully. To the extent possible, suppliers in Colorado or Wyoming have been included. General suppliers listed above may be your best or only option; however local suppliers will often carry the same things. In many cases, general suppliers of materials for museums include valuable information about specifications in their catalogues or may tell you how equipment is best used. Do not hesitate to use the “contact us” option on supplier websites and talk to a real person. Usually the information is free and suppliers are only too willing to help with costs and selection of the best product for your needs. When budgeting for a purchase, don’t forget to consider shipping costs and delivery times as these could make a significant difference.

Please note that storage materials made of “plastic products” such as Polyethylene (Polythene), Polypropylene, and Mylar are generally approved for storage. Many others including Polyvinyl Chloride, Styrofoam, Polyurethane foams, are not. It can be difficult to tell them apart, even your local construction supplier may not know which is which. Either work with your recognized archival suppliers or a conservator if in doubt. Some conservators warn that all plastic products may break down over time and should be monitored for periodic replacement. There has been a leaning toward archival paper-based boxes and barriers of acid-free blotting paper and tissues where possible.

The following list is in alphabetical order. Many of the suppliers listed below are in the Denver area, however, with your help, we can add those closer to your area.

- Acid-free papers, board, tissue
  - *Uses:* Storage, display or packing.
  - *Sources:* Local stationers, see also General Supply Vendor list (Archivart, Hollinger Metal Edge, Light Impressions, University Products, Talas).
  
- Acid-free blotting paper
  - *Uses:* Often placed under skin and leather objects in storage that may be oily.
  - *Sources:* See General Supply Vendor list (Archivart, Hollinger Metal Edge, Light Impressions, University Products, Talas).
  
- Adhesives:
  - Filmoplast P-90 Tape
    - *Uses:* Numbering of plastics and other materials where use of a solvent will damage the piece upon removal.
    - *Sources:* Archival Methods, Gaylord
  - Glue Sticks (low-melt, non-archival)

- *Uses:* Box and mount construction where contact with object is unlikely and use will be short-term.
    - *Sources:* Check local suppliers, Katzke Paper.
  - Lascaux
  - Paraloid B-72 (formerly Acryloid B-72)
    - *Uses:* Reversible adhesive for repairs.
    - *Sources:* See General Supply Vendor list (Archivart, Hollinger Metal Edge, Light Impressions, University Products, Talas).
  - Rhoplex
  - Soluvar
    - *Uses:* labeling and numbering (liquid not spray).
    - *Sources:* Carried in most good local Art Supply stores. See General Supply Vendor list (Archivart, Hollinger Metal Edge, Light Impressions, University Products, Talas).
- Boxes, Archival storage boxes Acid-free, B-flute
  - *Uses:* Long-term storage where dust, light, economy of space, and access are issues, usually buffered, wide range of sizes, bottoms and tops.
  - *Sources:* See General Supply Vendor list (Archivart, Hollinger Metal Edge, Light Impressions, University Products, Talas). Stores like the Container Store and some stationery stores may have them.
- Boxes, Solander
  - *Uses:* Strong protective boxes for the long-term storage of paper, drawings and matted art work.
  - *Sources:* See General Supply Vendor list (Archivart, Hollinger Metal Edge, Light Impressions, University Products, Talas).
- Backer Rod
  - *Uses:* Polyethylene open cell foam used in the fabrication of mounts and pot rings. Comes in various dimensions.
  - *Sources:* Can be found locally at hardware stores, building suppliers, etc. ProCoat Systems (Denver, CO): 303-322-9009 or [www.procoatsystems.com](http://www.procoatsystems.com)
- Batting, polyester
  - *Uses:* cushioning material, pad hangers, mannequins, slant boards
  - *Sources:* Local fabric Stores, quilting supply stores and suppliers of archival storage materials. Many products are also available on line. Request the premium grade which is needle punched rather than glued together.

- Bubble wrap
  - *Uses:* Temporary packing material. Should be Polyethylene.
  - *Sources:* Local suppliers of plastics and plexiglass, hardware stores, gift shop, etc. Katzke Paper.
  
- Cardboard (archival)
  - *Uses:* Storage box making, supports, slant boards. Comes in different thickness and strengths.
  - *Sources:* See General Supply Vendor list (Archivart, Hollinger Metal Edge, Light Impressions, University Products, Talas).
  
- Cardboard (non-archival)
  - *Uses:* Temporary uses in storage and exhibits, separators in bins. Comes in different thickness and strengths.
  - *Sources:* Local distributors, Katzke Paper.
  
- Carts
  - *Uses:* Safe transport of small objects.
  - *Sources:* See General Supply Vendor list (Global Industrial Equipment)
  
- Cording, linen thread
  - *Uses:* Sewing storage boxes and mounts together
  - *Sources:* See General Supply Vendor list (Archivart, Hollinger Metal Edge, Light Impressions, University Products, Talas).
  
- Coroplast
  - *Uses:* Backing boards, custom-made boxes or trays, flat support
  - *Sources:* Local Plastics Carriers, Target, Wal-Mart, K-Mart and similar outlets sell pre-made boxes in a variety of sizes, see General Supply Vendor list (Archivart).  
 AIA Plastics (Denver, CO): 800-746-2036 or [www.aiaplastics.com](http://www.aiaplastics.com)  
 Denver Industrial Plastics (Denver, CO): 303-595-4432 or [dipcosales.com](http://dipcosales.com)  
 Katzke Paper  
 Midwest Sign (Denver, CO): 303-373-9800 or [www.midwestsign.com](http://www.midwestsign.com)
  
- Ethafoam plank (do not confuse with Styrofoam)
  - *Uses:* Mounts for storage and exhibit, comes in a several thicknesses.
  - *Sources:* Local suppliers of plastics and plexiglass. Katzke Paper

- Ethafoam sheets by the roll (various thicknesses)
  - *Uses:* Padding surfaces of tables, mount making
  - *Sources:* Local suppliers of plastics and plexiglass. Katzke Paper.
  
- Foam Cor
  - *Uses:* backing boards, exhibit supports, bin separators. Note that the foam inside will deteriorate over time.
  - *Sources:* Local art supply, or frame shop  
Plasticrafts (Denver, CO): 303-744-3700
  
- Forklift (rental)
  - Crown (Aurora, CO): 303-344-1000 or [www.crowndenver.com](http://www.crowndenver.com)
  
- Gloves, Cotton
  - *Uses:* Cotton gloves are used for handling art. Often preferred for touching silver and handling paper. Comfortable over a long period of use. Washable.
  - *Sources:* See General Supply Vendor list (Archivart, Hollinger Metal Edge, Light Impressions, University Products, Talas).
  
- Gloves, Nitrile
  - *Uses:* All purpose art handling. Use where non-slip is important. Protect wearer against museum pesticide residue such as arsenic. No latex allergy issue. Will not protect with chemicals such as formalyne.
  - *Sources:* See General Supply Vendor list (Archivart, Grainger, Hollinger Metal Edge, Light Impressions, University Products, Talas). Local office supply stores.  
EON Office (Colorado): 866-570-5400 or [www.eonoffice.com](http://www.eonoffice.com)  
Fisher Scientific (best are N-Dex Free 4 mil.): 412-490-1231 or [www.fishersci.com](http://www.fishersci.com)
  
- Hangers, wooden
  - *Uses:* Generally preferred over plastic hangers as being longer lasting and stronger than metal. Wooden hangers still need to be padded with polyester batting and muslin- see CCI and NPS publications for instructions.
  - *Sources:* See General Supply Vendor list (Gaylord, Testfabrics, HangerBee etc.).
  
- Interleaving papers (tissues)
  - *Uses:* Place between pages, sheets of paper in storage
  - *Sources:* See General Supply Vendor list (Archivart, Hollinger Metal Edge., Light Impressions, University Products, Talas, etc.). Note: These can be either buffered or unbuffered as different collections require different pH papers.

- Ladders
  - *Uses:* For art movement and to safely access items out of reach.
  - *Sources:* See General Supply Vendor list (Global Industrial Equipment)
  
- Magnets, strip
  - *Uses:* Multitude of uses (Photography, holding up dust covers, etc.).
  - *Sources:* Local office supply stores.
  
- Melamine shelving, see Shelving
  
- Medium Density Fiberboard (MDF)
  - *Uses:* Frequently used in case and mount construction because it is easily worked, fairly inexpensive and paints well. Unfortunately, it is known to give off urea formaldehyde and other unsuitable organic acids. It can be sealed with melamine, Formica, and various paint-applied vapor barriers. Probably best avoided in case work or where prolonged contact with a museum object is likely.
  - *Sources:* Local building suppliers (Home Depot, Lowes, etc.).
  
- Medium Density Overlay (MDO)
  - *Uses:* For inexpensive fabrication of shelving. The material has an inert paper applied to surface. Works and paints well. Probably best to provide an additional seal for museum use such a paint-applied vapor barrier or melamine.
  - *Sources:* Local building suppliers (Home Depot, Lowes, etc.).  
Consolidated Hardwoods (Broomfield, CO): 303-466-1839
  
- Medite II
  - *Uses:* Similar to MDF except that is made for marine and exterior applications. The adhesives used in the bonding process are formaldehyde-free which are better for museum use. Exposed edges and holes will likely off-gas fumes from the wood fibers inside. Although more expensive, it is preferred over its cheaper cousin MDF.
  - *Sources:* Local building suppliers (Home Depot, Lowes, etc.).
  
- Microfoam (closed-foam cell), see *Ethafoam*
  
- Muslin, undyed cotton muslin
  - *Uses:* dust covers, barrier material, finish surface for padded mounts
  - *Sources:* Local fabric stores. Note: Muslin from local fabric stores is sized and needs to washed before using  
Testfabrics, Inc. 570-603-0432 or [www.testfabrics.com](http://www.testfabrics.com)

- Mylar
  - *Uses:* Encapsulation, photo sleeves, barrier material.
  - *Sources:* See General Supply Vendor list (Archivart, Hollinger Metal Edge, Light Impressions, University Products, Talas). Commercial Plastic.
  
- Newsprint, non-inked
  - *Uses:* Packing supplies, emergency supply for protection and clean-up.
  - *Sources:* Local newspaper  
XPEDX: 888-973-3976 or [www.xpedx.com](http://www.xpedx.com)  
Katzke Paper
  
- Plastazote (Closed cell cross-linked polyethylene foam)
  - *Uses:* Product has nitrogen gas inside the bubbles and is considered to be totally inert and the strongest of the foams available for lining shelves and for mount linings. Expensive, but probably the very best of the foams available at this time. Comes in black or white and in medium, firm and rigid.
  - *Sources:* See General Supply Vendor list (University Products)  
JMS Plastic Supply Inc.: 732-918-8115 or <http://www.jmsplastics.com/>
  
- Polythene bags (various sizes and types)
  - *Uses:* storage bags for small artifacts, labels and tissue wrapped metals.
  - *Sources:* Many can be bought locally.  
Associated Bag Co.: 800-926-6100 or [www.associatedbag.com](http://www.associatedbag.com)
  
- Polyethylene (polythene) sheeting
  - *Uses:* barrier to separate object from support, cover shelves or wrap collections to protect from water, wrap wet collections in a disaster before placing in freezer
  - *Sources:* Local Hardware Store, Consolidated Plastic, National Bag, Katzke Paper
  
- PolyPropylene beads
  - *Uses:* To fill stockinette to make storage supports, “snakes” for art movement
  - *Sources:* Beads may be difficult to get in smaller quantities from the manufacturer. Local companies that make plastic objects using forms may use polypropylene beads and sell or give you a drum or bucket.  
Lawrence Tool and Molding Co. (Denver, CO): 303-592-9548  
PolyOne 866-765-9663 or [www.polyone.com](http://www.polyone.com)

- Rolling Tubes, archival
  - *Uses:* For the long term storage of flat textiles such as quilts, coverlets, banners.
  - *Sources:* Archival storage suppliers. Gaylord, Talas.
  
- Rolling Tubes, non-archival
  - *Uses:* For temporary flat textile storage or for oversized pieces like tapestries or rugs.
  - *Sources:* Because of size and cost, look at fabric stores, rug and carpet stores, and local paper suppliers.
  
- Sheeting
  - *Uses:* Derived from old or new sheets of cotton or poly blend, clean sheeting fabric has a wide application in storage of textiles, lining work tables, and as dust-covers for costume, furniture, etc.
  - *Sources:* Local fabric and quilting stores. Hotels/motels can be a good source of free sheets. Always wash before using or making into covers or curtains.
  
- Shelving, Melamine covered
  - *Uses:* Create clean, white, inert surfaces for storage shelving.
  - *Sources:* Local building suppliers (Home Depot, Lowes, etc.). Consolidated Hardwoods (Broomfield, CO): 303-466-1839
  
- Slant Back sign holders
  - *Sources:* Absolute Acrylics 904-733-8111 or [www.absoluteacrylic.com](http://www.absoluteacrylic.com)
  
- Stockinette tubing
  - *Uses:* Fill with polypropylene beads or batting to create support mounts or weights.
  - *Sources:* Gaylord
  
- Tables
  - *Uses:* Folding work tables that are light-weight yet strong.
  - *Sources:* Mity-Lite: 1-800-909-8034 or [www.mitylite.com](http://www.mitylite.com)
  
- Tags
  - *Uses:* for labeling objects. Attached to rolls and boxes can be quick and easy way to keep track of the collection.
  - *Sources:* Wide range are available through your archival supply companies and can be found on line.

- Tapes
  - Cotton Tape
    - *Uses:* bag ties, secure specimens to mounts, labels for textiles.
    - *Sources:* Local Fabric Store, see General Supply Vendor list (Benchmark)
  - Filmoplast P-90 Tape
    - *Uses:* Numbering of plastics and other materials where use of a solvent will damage the piece upon removal.
    - *Sources:* Archival Methods, Gaylord
  - Packing tape, Clear and colored
    - *Uses:* labeling shelves and boxes, packing
    - *Sources:* Katzke Paper
  - Twill Tape
    - *Uses:* bag ties, secure specimens to mounts, labels for textiles.
    - *Sources:* Local Fabric Store, see General Supply Vendor list  
Valley Products Corp. 800-451-8874 or [www.clothlabels.com](http://www.clothlabels.com)
  - Vinyl tape, painter's tape
    - *Uses:* temporary labels on boxes, shelves, etc.
    - *Sources:* Bron Tapes of Colorado, Inc.: 888-838-9039 or [www.brontapes.com](http://www.brontapes.com)
  
- Tube, see Rolling Tubes
  
- Tyvek
  - *Uses:* cover plank ethafoam, tables, and other surfaces to make a strong, white surface over which objects can be moved.
  - *Sources:* mainly local building and plastic suppliers  
Peak Fine Art Services, Inc. (Aspen, CO): 970-922-1913 or [www.peakfas.com](http://www.peakfas.com)  
Katzke Paper
  
- Vacuum Cleaner: Nilfisk - The best for cleaning objects and any detailed work because the volume of the suction can be adjusted via a rheostat.
  - *Uses:* cleaning objects and workspaces.
  - *Sources:* Gaylord  
Royal Sanitary Supply (Englewood, CO): 303-761-1319
  
- Vapor barriers
  - Paints
    - Glidden
  - Marvel Seal



- Volara
  - *Uses:* shelf padding, storage supports, packing for transportation.
  - *Sources:* See General Supply Vendor list (Archivart, Hollinger Metal Edge, Light Impressions, University Products, Talas).

### Material Type Summaries

For help with Sources, please see the Materials Reference and Resources section under the specific item.

- Paper Storage Products and supplies for Paper-based Collections
  - Acid-free blotting paper
    - *Uses:* Often placed under skin and leather objects that may be oily.
  - Acid-free papers, board, tissue
    - *Uses:* storage, display or packing.
  - Archival storage boxes
    - *Uses:* Long-term storage where dust, light, economy of space, and access are issues.)
  - Buffered papers, boards, tissues
    - *Uses:* Used less and less today, but some buffered paper products are preferred for certain types of materials.
  - Tissue paper: See Interleaving papers.
  - Interleaving papers (tissues)
    - *Uses:* Place between pages, sheets of paper in storage
  - Solandar boxes
    - *Uses:* Strong protective boxes for the long-term storage of paper, drawings and matted art work.
  - Cardboard (archival)
    - *Uses:* Storage box making, supports, slant boards.
  - Cardboard (non-archival)
    - *Uses:* temporary uses in storage and exhibits, separators in bins. Come in various thicknesses and therefore rigidity.
  - Non-Inked Newsprint
    - *Uses:* packing supplies, emergency supply for protection and clean-up.
  
- Textile Storage Products
  - Muslin, undyed cotton muslin
    - *Uses:* dust covers, barrier material, finish surface for padded mounts.

- Polyester Batting
  - *Uses:* cushioning material, pad hangers, mannequins, slant boards.
- Rolling Tube, archival
  - *Uses:* long term storage of flat textiles such as quilts, coverlet's, banners.
- Rolling Tubes, non-archival rolling tubes
  - *Uses:* For temporary flat textile storage or for oversized pieces like tapestries or rugs.
- Sheeting
  - *Uses:* Derived from old or new sheets of cotton or poly blend, clean sheeting fabric has a wide application in storage of textiles, lining work tables, and as dust-covers for costume, furniture, etc.
- Tags for labeling and numbering
  - *Uses:* Tags attached to rolls and boxes can be quick and easy way to keep track of the collection.
- Wooden Hangers
  - *Uses:* Generally preferred over plastic hangers as being longer lasting and stronger than metal, wooden hangers can be obtained from a variety of suppliers on line.

### Matting, Framing, & Hanging Supplies

Many makers of mat board and similar products used in archival matting for storage and exhibition prefer to deal only on a wholesale basis with established framers and other suppliers of conservation materials. You may be able to find a local frame shop that is willing to work with you obtaining materials at a reasonable price, it is certainly worth a try. However, there are excellent companies like Archivart, Gaylord, or Hollinger who stock a wide range of products and may even be able to work with their manufacturers getting custom orders.

Below are some recommended manufacturers from whom specific product information can be obtained via their web-sites and catalogs. Remember to look for archival paper products that are 100% cotton, acid-free and lignin free (including the core) for both the backing board and window mat. White or off-white mat boards are the most universally used. Colored mats can fade over time and many bleed. Colored window mats can always be used over more archival storage mats for special exhibit use.

- Matboards
  - Crescent: 800-323-1055 or [www.crescentcardboard.com](http://www.crescentcardboard.com)
  - Nielsen Bainbridge Artcare Alparag: variety of suppliers
  - Rising Museum Board: 212-683-6990 or [risingmuseumboard.com](http://risingmuseumboard.com)
  - United Mfrs. Supplies, Inc. (\$35.00 minimum order): 800-645-7260 or [www.unitedmfrs.com](http://www.unitedmfrs.com)

- Frames
  - Nielsen Bainbridge EcoCare
- Glazing: Museum Glass, Conservation Clear Glass, Optium Acrylic, Optium Museum Acrylic, Anti-Static
  - Tru Vue Inc.: 800-621-8339 or [www.tru-vue.com](http://www.tru-vue.com)
  - Dry Creek Gold Leaf, Inc. (Denver, CO): 303-722-4646 or [www.dcgoldleaf.com](http://www.dcgoldleaf.com)
- Hanging hardware
  - Guiry's: [www.guirys.com](http://www.guirys.com)
  - Meininger: 800-950-2787 or [www.meininger.com](http://www.meininger.com)
  - OOK: 855-270-6657 or [www.ooks.com](http://www.ooks.com)

### Environmental Monitoring Equipment and Supplies

- Digital Psychrometers, PEM2 Data Loggers, Microclimate systems:
  - Dickson: 800-757-3747 or [www.dicksondata.com](http://www.dicksondata.com)
  - Extech Instruments: 877-239-8324 or [www.extech.com](http://www.extech.com)
  - Keepsafe Microclimate Systems [www.keepsafe.ca](http://www.keepsafe.ca)
  - NovaLynx Corporation: 800-321-3577 or [www.novalynx.com](http://www.novalynx.com)

### Integrated Pest Management (IPM) Supplies and References

- Freezing Location
  - Americold (Denver, CO) 800-654-5360 or [www.americold.com](http://www.americold.com)
- IPM Products  
Pesticides, baits, sticky traps, and moth traps
  - Bell Laboratories 608-241-0202 or [www.belllabs.com](http://www.belllabs.com)
  - CatchMaster [www.Catchmaster.com](http://www.Catchmaster.com)
  - Insects Limited 317-896-9300 or [www.insectslimited.com](http://www.insectslimited.com)
  - J.F. Oakes [www.jfoakes.com](http://www.jfoakes.com)
  - M&R Durango, Inc. Insectary [www.goodbug.com](http://www.goodbug.com)
  - Nisus Corporation 800-264-0870 or [www.Nisuscop.com](http://www.Nisuscop.com)
  - Pest Control Technology [www.PCTonline.com](http://www.PCTonline.com)
  - Univar Pest Web 800-888-4897 or [www.Pestweb.com](http://www.Pestweb.com)
  - Woodstream Professional Pest Management [www.Woodstreampro.com](http://www.Woodstreampro.com)

- Pest Identification and Reference
  - Insects Limited 317-896-9300 or [www.insectslimited.com](http://www.insectslimited.com)
  - Mallis Handbook of Pest Control (book) [www.mallishandbook.com](http://www.mallishandbook.com)
  - National Park Service Conserve-o-Grams  
[www.cr.nps.gov/museum/publications/consveogram/cons\\_toc.html](http://www.cr.nps.gov/museum/publications/consveogram/cons_toc.html)
  - The Best Control [www.TheBestControl.com](http://www.TheBestControl.com)
  - Truman's Scientific Guide to Pest Management Operations (publication)

Last but not least, your local hardware store.

### General Storage Equipment

Bins, shelving, and cabinets are used for the safe storage of collections, safe use by staff, and economy of space. In some instances, the choice of surface paint or sealant may be a consideration.

- Crystalizations Systems, Inc.: 631-467-0090 or [www.csistorage.com](http://www.csistorage.com)
- Delta Designs Ltd.: 800-656-7426 or [www.deltadesignsltd.com](http://www.deltadesignsltd.com)
- Grainger Industrial Supply (storage bins, furniture, ladders, dollies, etc.) 800-472-4643 or [www.grainger.com](http://www.grainger.com)
- Improve Group (Spacesaver, Delta, Rivetier, Shelving) 303-667-2409 or [www.improvegroup.net](http://www.improvegroup.net)
- Montel 877-935-0236 or [www.montel.com](http://www.montel.com)
- Rivetier (new): Associates Material Handling (Denver, CO): 303-777-7117 or [www.amhdenver.com](http://www.amhdenver.com)
- Rivetier (used): Porta Power, Inc. (Denver, CO): 303-292-5161 or [www.portapowerinc.com](http://www.portapowerinc.com)

## Emergency Response and Supplies

Just like every museum, every emergency will be different. You will be way ahead if you have a good emergency plan in place and a kit of emergency supplies.

Remember that WESTPAS is a great resource for training and disaster response preparation. Check out their website for workshops here: [westpas.org/disaster-assistance](http://westpas.org/disaster-assistance). Downloadable workshop documents, references, and the template Pocket Response Plan for Collections (PReP) can be found here: [westpas.org/workshop-docs](http://westpas.org/workshop-docs)

Below, we have put together a list of emergency supplies that would form the core of your kit. Many items are free or could be gathered together by volunteers or donated by a friendly hardware store. The cost would be less than \$500. A lot of your materials can be stored inside storage bins and buckets (included in the list). Make sure to tailor this list to your particular institution and needs.

## Emergency Supply List

| ITEM                                    | COST | SOURCE                 | REPLENISH* |
|---|------|------------------------|------------|
| Buckets (5)                             | \$35 | hardware store         |            |
| Box fans (2)                            | \$50 | hardware store         |            |
| Plastic drop cloths (4)                 | \$25 | hardware store         | 3-5 years  |
| Nitrile gloves, powder free 3 sizes (3) | \$50 | Fisher Scientific      | 3-5 years  |
| Garbage bags                            | \$5  | Hardware store         | 3-5 years  |
| Wet vacuum                              | \$80 | Hardware store         |            |
| Flashlight (1)                          | \$10 | Hardware store         |            |
| Batteries for flashlight                | \$5  | Hardware store         | yearly     |
| Scissors (2)                            | \$15 | Hardware store         |            |
| Utility knife (2)                       | \$25 | Hardware store         |            |
| Basic tools, (pliers, hammers, etc.)    | \$50 | Hardware store         |            |
| Microspatulas (2)                       | \$10 | Talas                  |            |
| Duct tape                               | \$5  | Hardware store         | 3-5 years  |
| Roll of tissue paper                    | \$40 | Talas, Gaylord         |            |
| Extension cords (2)                     | \$15 | Hardware store         |            |
| String (1 roll)                         | \$5  | Hardware store         |            |
| Rope (1 pkg. clothesline weight)        | \$5  | Hardware store         |            |
| Nylon Screening                         | \$20 | Hardware store         |            |
| Small Ziplocs and baggies               | \$10 | Hardware/grocery       | 3-5 years  |
| Water resistant (Teslin) object tags    | \$20 | Gaylord                |            |
| Storage bins, Rubbermaid (2)            | \$20 | Hardware, Target, etc. |            |
| Copy of Emergency procedures            |      |                        | as needed  |
| Copy of Supply inventory                |      |                        | 6 months   |
| All-staff phone list                    |      |                        | 6 months   |

Additional supplies from staff and volunteers

Old sheets

Old towels

Shelving

Office supplies, band aids, etc.

Gather from within the museum

Mechanical pencils (1 or more boxes)

Pencil sharpeners

Cotton gloves (10 pairs)

Notebooks (2)

Paper object tags

Clamps in several sizes

Shelving

\*Mark date purchased on supplies. For this budget allow \$30 per year for replacement supplies.

## Museum Databases / Technology

Below are resources for different programs and databases. Remember to choose a program that is suited to your needs and ability to maintain it over time. Attention must be paid not only to the initial cost of the product, but also to support, server/computer space, staff, and other factors.

- General Reference
  - Museum Collections Management Systems: One Size Does NOT Fit All, by Elana Carpinone, Seton Hall University, May 2010  
<http://rcaam.org/cms/wp-content/uploads/2011/05/Graduate-Studies-Thesis-Collections-Management-Elana-Carpinone.pdf>
  - TechSoup is a 501(c)(3) nonprofit connecting your nonprofit, charity, foundation, or public library with technology products and services, plus the free learning resources you need to make informed technology decisions and investments:  
[www.techsoup.org](http://www.techsoup.org)
- Computerized Collections Management Systems (CCMS)
  - Collections Management Software reference page maintained by the Museum Association of New York (MANY): <http://manyonline.org/professional-development/collections-management-software>
  - Computerized Collections Management Systems (CCMS) not captured in the MANY page above
    - Artbase: \$2,500 onetime fee, limit 2000 records [www.artbaseinc.com](http://www.artbaseinc.com)
    - Collectify: \$130 start-up, \$19.95 a month for 300 objects [www.collectify.com](http://www.collectify.com)
    - Collection Space: MAC and XP compatible, free with limits [www.collectionspace.org](http://www.collectionspace.org)
    - Filemaker Pro: Pro \$329.00, XP or MAC [www.filemaker.com](http://www.filemaker.com)
    - MapRecord: free trial, then \$49 [www.maprecord.com](http://www.maprecord.com)
- Digital Asset Management Systems (DAMS)
  - LUNA: [www.lunaimaging.com/software](http://www.lunaimaging.com/software)
  - Piction: [www.piction.com/site/museums](http://www.piction.com/site/museums)



## Object Identification & Description Standards

- General
  - National Park Service, Museum Management Program: NPS Museum Handbook: [www.nps.gov/museum/publications/handbook.html](http://www.nps.gov/museum/publications/handbook.html)
  - SPECTRUM: <http://www.collectionstrust.org.uk/collections-link/collections-management/spectrum/the-spectrum-standard>
  
- Thesaurus / Lexicon / Controlled Vocabularies
  - Getty Vocabularies: [www.getty.edu/research/tools/vocabularies/index.html](http://www.getty.edu/research/tools/vocabularies/index.html)
    - Art & Architecture Thesaurus (AAT)
    - Cultural Objects Name Authority (CONA)
    - Getty Thesaurus of Geographic Names (TGN)
    - Union List of Artist Names (ULAN)
    - Their website also includes Training Materials: [www.getty.edu/research/tools/vocabularies/training.html](http://www.getty.edu/research/tools/vocabularies/training.html)
  - Library of Congress Thesauri: <http://loc.gov/library/libarch-thesauri.html>
  - *Nomenclature 4.0*: <http://community.aaslh.org/nomenclature/>

## Registration & Collections Management Reference Books

- Buck, Rebecca A. and Jean Allman Gilmore eds. *Collections Conundrums: Solving Collections Management Mysteries*. Washington, D.C.: American Association of Museums, 2007.
- Buck, Rebecca A. and Jean Allman Gilmore eds. *Museum Registration Methods 5<sup>th</sup> edition*. Washington, D.C.: American Association of Museums, 2010.
- Malaro, Marie C. and Ildiko P. DeAngelis. *A Legal Primer for Managing Museum Collections, Third Edition*. Washington, D.C.: Smithsonian Books, 2012.
- Ogden, Sherelyn, ed. *Caring for American Indian Objects: A Practical and Cultural Guide*. St. Paul, MN: Minnesota Historical Society, 2004.
- Reibel, Daniel B. *Registration Methods for the Small Museum*. Lanham, MD: Altamira Press, 2008.
- Simmons, John E. *Things Great and Small: Collections Management Policies*. Washington, D.C.: American Association of Museums, 2006.
- Southern Registrars Association. *Basic Condition Reporting: A Handbook, Fourth Edition*. Rowman & Littlefield Publishers, 2015