

COLLECTIONS STORAGE: A SELECTED BIBLIOGRAPHY

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To reduce deterioration, museums are advised to rotate artifacts between exhibition and storage. Exhibit conditions, such as lighting, dust, and the way in which artifacts are mounted or hung, accelerate deterioration and often cause irreversible damage. A good museum preservation plan eliminates as much as possible the permanent exhibition of artifacts. When not on exhibit, collections must be stored carefully. Appropriate collections storage includes providing dedicated space, proper shelving and other furniture, and acid-free or inert enclosures and containers.

The Field Advisory Service recommends the following resources for information on collections storage. Items marked with an asterisk (*) are part of the Field Advisory Service/OMA lending library and may be borrowed from most public libraries through the Otis interlibrary loan system of the Oklahoma Department of Libraries. Please note that video tapes are borrowed directly from the Field Advisory Service office.

Bachman, Konstanze, ed. Conservation Concerns: A Guide to Collections Care. Washington, DC: Smithsonian Institution Press, 1992. A collection of conservation bulletins originally published by the Cooper-Hewitt Museum including: Principles of Storage; Storage and Care of Photographs; Storage Containers for Textile Collections; and Construction Materials for Storage and Exhibition. May be purchased from the Smithsonian Institution Press, Department 900, Blue Ridge Summit, PA 17214-0900; 1/800-782-4612. Also available from the American Association of Museums (AAM), 1225 Eye Street, NW, Washington, DC 20005; 202/289-1818.

Basic Principles for Controlling Environmental Conditions in Historical Agencies and Museums. Technical Report #3 by Shelley Reisman Paine. Nashville: American Association for State and Local History, 1985.* May be purchased for \$6 (\$5.40 for members) plus \$3.50 shipping and handling from AASLH, 172 Second Ave., North, Nashville, TN 37201-1925; 615/255-2971.

"Beware the Artifact: Hazards in Museum Collections," AASLH annual meeting cassette tape, 1986.*

Canadian Conservation Institute, 1030 Innes Road, Ottawa, Canada KIA 0C8, (613) 998-3721.

Produces two- to three-page leaflets, some with illustrations and lists of suppliers. CCI also offers more detailed technical bulletins such as, "Fluorescent Lamps," and "Controlling Museum Fungal Problems." Most publications are available free of charge. Leaflets include:

- 5/1 Care of Ceramics and Glass, 1990
- 6/1 Care of Ivory, Bone, Horn, and Antler, 1983
- 6/2 Care of Basketry, 1988
- 6/4 Care of Objects Decorated with Glass Beads, 1987
- 6/5 Care of Quillwork, 1983
- 8/2 Care of Commercially Tanned Leather, 1988
- 8/3 Care of Mounted Specimens and Pelts, 1984
- 8/4 Care of Rawhide and Semi-Tanned Leather, 1983
- 9/4 Basic Care of Coins and Medals, 1989
- 10/2 Making Padded Blocks (for paintings storage), 1986
- 10/3 Storage Systems for Paintings, 1986
- 11/2 Storing Works on Paper, 1986
- 13/2 Flat Storage for Textiles, 1986
- 13/3 Rolled Storage for Textiles, 1983
- 13/5 Hanging Storage for Costumes, 1983
- 13/12 Storage for Costume Accessories, 1987
- 15/1 Care of Objects Made From Rubber and Plastic, 1988
- 15/3 Display and Storage of Museum Objects Containing Cellulose Nitrate, 1988.
- 16/1 Care of Encased Photographic Images, 1986
- 16/2 Care of Black-and-White Photographic Glass Plate Negatives, 1986
- 16/3 Care of Photographic Black-and-White Photographic Negatives on Film, 1986
- 16/4 Care of Black-and-White Photographic Prints, 1986
- 16/5 Care of Colour Photographic Materials, 1986

Cook, Cherie A. "Keep It Clean: Housekeeping in Museums and Historical Agencies," Technical Bulletin 10, MUSENEWS, Oklahoma Museums Association, October 1991.

Cumberland, Donald R., Jr. "Collection Storage - Making a Case for Microenvironments," Supplement, Cultural Resources Management 15, no. 4 (1992). Description of prefabricated modular structures for collections storage. Available free of charge from the U.S. Department of the Interior, National Park Service, Cultural Resources, PO Box 37127, Washington, DC 20013-7127; 202/343-3395.

de Torres, Amparo R., ed. Collections Care: A Selected Bibliography. Washington, DC: National Institute for the Conservation of Cultural Property, 1991. Available for \$15 plus \$5 shipping and handling from the NIC, 3299 K Street, NW, Suite 403, Washington, DC 20007; 202/625-1495.

Dudley, Dorothy, Irma Bezold Wilkinson and others. Museum Registration Methods, 3rd ed. rev. Washington, DC: AAM, 1979.* See chapter 5, "Storage and Care of Objects."

Ellis, Margaret Holben. The Care of Prints and Drawings Nashville: AASLH, 1987.*

Graham-Bell, Maggie. Preventive Conservation: A Manual, 2nd ed. Victoria, British Columbia: The British Columbia Museums Association, 1986. British Columbia Museums Association, 514 Government Street, Victoria, British Columbia V8V 4X4; 604/387-3315.

Green, Sara Wolf. "Storing Costume Collections," Conservation Notes, a quarterly publication of the Materials Conservation Laboratory, Texas Memorial Museum, The University of Texas at Austin, May 1984.

Green, Sara Wolf. "Maintenance and Storage of Quilt Collections," Conservation Notes, Materials Conservation Laboratory, Texas Memorial Museum, University of Texas at Austin, 1985.

Griset, Suzanne. "Preventative Conservation Measures for an Ethnographic Collection," The International Journal of Museum Management and Curatorship 5 (1986):371-382. (Article focus is on Native American baskets)

- Hatchfield, Pamela and Jane Carpenter. "Formaldehyde: How Great is the Danger to Museum Collections?" Cambridge: Center for Conservation and Technical Studies, Harvard University Art Museums, 1987. 44 pages. Available for \$5.00 plus shipping. For an order form, write to: Formaldehyde, Center for Conservation and Technical Studies, Harvard University Art Museums, 32 Quincy Street, Cambridge, MA 02138.
- Hilberry, John D. and Susan Kalb Weinberg. "Museum Collections Storage," Parts 1, 2 and 3, Museum News 59 (March/April, May/June, July/August 1981):7-21, 5-23, and 49-60. Also available from John Hilberry and Associates, 1452 Randolph Street, Detroit, MI 48226; 313/963-8074.
- John Hilberry and Associates, Inc. Museum Storage Design Checklist: An Outline Guide for the Museum Professional. Detroit: John Hilberry and Associates, Inc., 1981. See address above.
- Jessup, Wendy Claire. "Pest Management Notes: Establishing a Pest Monitoring Program for Museums," Technical Bulletin 1, MUSENEWS, Oklahoma Museums Association, July 1989.
- Johnson, E. Verner and Joanne C. Horgan. Museum Collection Storage: Protection of the Cultural Heritage. France: UNESCO, 1979. Numerous illustrations of shelving units for a variety of artifacts. The Oklahoma State University library has a copy.
- The Library of Congress Preservation Office, Washington, DC 20540; 202/707-1840, offers the following technical leaflets free of charge:
- Paper and Its Preservation: Environmental Controls. Leaflet No. 2, October 1983.
 - Newsprint and Its Preservation. Leaflet No. 5, November 1981.
 - Preservation of Scrapbooks and Albums. Leaflet No. 1 of the Preservation Basics Program of the National Cooperative Information Project, November 1991.
- Lull, William. Conservation Environment Guidelines for Libraries and Archives, New York State Program for the Conservation and Preservation of Library Research Materials and HOLD EVERYTHING! A Storage and Housing Information Sourcebook for Libraries and Archives, New York Metropolitan Reference and Research Library Agency. A packet containing both publications is available for \$10 from: Tiffany H. Allen, The New York State Library, 10-C-47 Cultural Education Center, Albany, NY 12230; 518/474-6971 (make checks payable to The University of The State of New York).
- MacLeish, A. Bruce. The Care of Antiques and Historical Collections. Nashville: American Association for State and Local History, 1985.*
Good information on collections storage as well as environmental control and other topics. Some of the suggested conservation treatments should not be undertaken without first consulting a professional conservator.
- Mailand, Harold F. Considerations for the Care of Textiles and Costumes, A Handbook for the Non-Specialist. Indianapolis: Indianapolis Museum of Art, 1980.*
- Miller, Patricia L. "Arsenic, Old Lace, and Stuffed Owls May Be Dangerous to Your Health: Hazards in Museum Collections." Illinois Heritage Association Technical Insert No. 50 (Mar./Apr. 1991). See the Oklahoma Museums Association's MUSENEWS, July 1991 for a reprint of this technical bulletin.
- Motylewski, Karen. "A Matter of Control," Museum News (March/April 1990):64-67. Conserving the precious items in your collection involves setting and maintaining an appropriate degree of climate control.
- National Park Service. Museum Handbook, Part I, Museum Collections. Washington, DC: U.S. Government Printing Office, 1990. Excellent manual. Well worth the cost. Chapters include an introduction to collections storage, collections storage planning, security, and storage of various types of collections. Cost is \$36 from the Superintendent of Documents, Government Printing Office, Washington, DC 20402-9325; GPO Stock Number 024-005-01078-5. Call the GPO information desk at 202/783-3238 to verify the price.
- National Park Service, Curatorial Services Division, Harpers Ferry, WV 25425. The NPS distributes free of charge a series of technical bulletins called "Conserve O Grams."
- "Nooks and Crannies: Collections Storage in Historic Structures," AASLH annual meeting cassette, 1988.*
- Paperworks: Stabilizing Archival Collections." 25-minute videotape. Nashville: American Association for State and Local History, 1990.* Addresses processing and storage of papers, photos, negatives, oversized materials and books. May be borrowed directly from the OHS Field Advisory Service office. Borrower pays return postage.
- Reilly, James M. Care and Identification of Nineteenth-Century Photographic Prints. Rochester, NY: Eastman Kodak Co., 1986.*
- Ritzenthaler, Mary Lynn. Archives and Manuscripts: Conservation. Chicago: Society of American Archivists, 1983.*
- Ritzenthaler, Mary Lynn, Gerald J. Munoff, and Margery S. Long. Archives and Manuscripts: Administration of Photographic Collections. Chicago: Society of American Archivists, 1984. Good section on storage of various types of photograph images and negatives. Available for \$19 plus \$3 shipping and handling from the Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605.
- Rose, Carolyn L. and Amparo R. de Torres, ed. Storage of Natural History Collections: Ideas and Practical Solutions. Pittsburgh: Society for the Preservation of Natural History Collections, 1992. Cost is \$30 plus shipping and handling. Order from SPNHC, Sue McLaren, 5800 Baum Blvd., Pittsburgh, PA 15206-3706.
- Sullivan, Brigid. "Protecting Museum Collections in Storage," Local History Notebook, the newsletter of the Local History Office, Ohio Historical Society, 1990. Contact the Local History Office, Ohio Historical Society, 1982 Velma Ave., Columbus, OH 43211-2497; 614/297-2340.
- Thompson, John M., ed. Manual of Curatorship. Boston: Butterworths, 1984.*
- Training for Collections Care and Maintenance: A Suggested Curriculum. Volume I: Archaeology and Ethnography. Washington, DC: National Institute for the Conservation of Cultural Property, 1990. This course outline includes segments on storage rooms, furniture, materials, and supports. Available for \$25 plus \$5 shipping and handling from the NIC, 3299 K Street, NW, Suite 403, Washington, DC 20007; 202/625-1495.
- Training for Collections Care and Maintenance: A Suggested Curriculum. Volume II: History. Washington, DC: National Institute for the Conservation of Cultural Property, 1991. See above for price and address.
- Zyberman, L. and J.R. Schrock, ed. A Guide to Museum Pest Control. Washington, DC: Foundation of the American Institute for the Conservation of Historic and Artistic Works and the Association of Systematic Collections, 1988. May be purchased from the Association of Systematic Collections, 730 11th Street, NW, Second Floor, Washington, DC 20001; 202/347-2850.
- The Field Advisory Service offers on-site consultations to help with the development of a collections storage plan. For more information, or to schedule an on-site visit, contact the Field Advisory Service, Oklahoma Historical Society, 2100 N. Lincoln Blvd., Oklahoma City 73105-4997; 405/521-2491.