

Resources for Webinar “Marking and Labeling Collections” Nora Lockshin

Course, guidelines, tutorials, supplies, and more

Full Course on Labeling Objects (MS208)

Northern States Conservation Center

<http://www.collectioncare.org/>

Guidelines with Practical Guides

RE-ORG Documentation System

<http://www.re-org.info/en/documentation-system/introduction>

Paleontology Portal

<http://collections.paleo.amnh.org/34/labeling>

Ellen Carrlee Conservation Blog

<https://ellencarrlee.wordpress.com/2011/11/25/collections-labeling-material-by-material/>

Manuals Print and Online

Museum Registration Methods 5th Edition (MRM5)

<http://amzn.to/1LYnSNg>

NPS Museum Handbook

<http://www.nps.gov/museum/publications/handbook.html>

Most conservation supply vendors have labeling kits for purchase.

DIY Kit recommendations

Ellen Carrlee Conservation Blog

<https://ellencarrlee.wordpress.com/?s=labeling>

MuseumSHARE UK *Contents of a Museum Labelling and Marking Kit* (Video)

<http://www.collectionstrust.org.uk/collections-link/going-digital/digitisation/item/1412-the-contents-of-a-museum-labelling-and-marking-kit>

Archival labels, twill tape, actinic ink, marking pens, etc. are available from conservation supply vendors.

Publications and Notes

Alten, Helen. 1998. "Labeling Ethnographic Objects," **ICOM Ethnographic Conservation Newsletter**, 17 (April): 18–21. <http://www.collectioncare.org/numbering-museum-collections>

Online version breaks down types of options, great tips about applying barrier coats, product recommendations. See also: "MS:208 Applying Numbers to Collection Objects: Materials and Methods of Object Numbering On-Line Course." www.museumclasses.org

Alten, Helen, American Association of Museums Meeting; American Association of Museums, & Registrars Committee. 2003. *Beyond Fingernail Polish III Handbook* (3rd ed.). RC-AAM.

*This compendium of original content from the primary author and reprints from contributors and useful texts is out of print but available from some libraries, possibly for interlibrary loan – listings available on Worldcat.org. Also note, the **Midwest Registrars Committee** has been working towards publishing a website version of this oft-cited resource and workshop. Their progress may be followed by joining their Facebook page: MRC (Midwest Registrars Committee) <https://www.facebook.com/groups/92257327070/>*

American Museum of Natural History. (n.d.). Collections Management/Tracking/Labeling. Retrieved April 27, 2015, from <http://collections.paleo.amnh.org/34/labeling>

a.k.a. The Paleontology Portal. Note some links to external resources are broken, but I bet you can find them with a little digging (pardon the pun). For the Archival Paleo Marking Kit, see Davidson, A., Alderson, S., & Fox, M. (2006) below.

American College and Research Libraries, Rare Books and Manuscripts Section, American Library Association. (2009). Appendix I: Guidelines for Marking Books, Manuscripts, and Other Special Collections Materials. In ACRL/RBMS Guidelines Regarding Security and Theft in Special Collections. American College and Research Libraries. Retrieved from http://www.ala.org/acrl/standards/security_theft

Arizona State Museum, and Drachman Institute Heritage Conservation Program. 2014. *ASM Labeling English. Management of Museum Collections.* <http://capla.arizona.edu/management-museum-collections>. (Video series, English, Arabic, Kurdish)

Ellen Carrlee Conservation. Blog series for Museums Alaska conference workshops, Alaska State Council on the Arts. "Collections Labeling: Alternate Adhesive Testing; Material by Material; Simple Kit" <https://ellencarrlee.wordpress.com>

Carter, D. J., & Walker, A. K. 1999. Appendix II: Papers, inks and label conservation. In D. Carter & A. Walker (Eds.), *Care and Conservation of Natural History Collections* (pp. 198 – 203). Oxford: Butterworth-Heinemann. Retrieved from <http://www.natsca.org/care-and-conservation>

Connecting to Collections Care Community <http://www.connectingtocollections.org/> Search for resources Q&A in moderated community forums, archived webcasts, including links

to the 2010 webinars on using the *Connecting to Collections Bookshelf*, which includes many primary texts on collections care that provide guidance for labeling among other topics. <http://learningtimeevents.org/c2c/discuss-bookshelf/>

Davidson, A., Alderson, S., & Fox, M. 2006. Assembling an Archival Marking Kit for Paleontological Specimens. **66th Annual Society of Vertebrate Paleontology, Ottawa, Canada Meeting**. Retrieved from <http://vertpaleo.org/PDFS/7f/7f3a76e9-e87c-4b0a-a893-8e9b53a6efec.pdf> Accessed October 22, 2015.

Hawks, Catharine A., and Stephen L. Williams. 1992. "Polyester Film Sleeves for Protection of Fragile or Damaged Specimen Labels |." *Storage Techniques for Art Science & History Collections*. <http://stashc.com/the-publication/labels/object-labels/polyester-film-sleeves-for-protection-of-fragile-or-damaged-specimen-labels/>.

Hall, A. 2013. I found it in a Field Book: an Update. Retrieved October 26, 2015, from <http://nmnh.typepad.com/fieldbooks/2013/12/i-found-it-in-a-field-book-update.html> an update for Hawks and Williams 1992.

Johnston, Tamara, Robin Meador-Woodruff, and Terry Segal. 2010. "5E: Marking." In *MRM5: Museum Registration Methods*, edited by Rebecca A. Buck, Jean Allman Gilmore, and American Association of Museums, 5th ed, 233–76. Washington, DC: AAM Press, American Association of Museums.

Described as the "Bible" of registrars and museum practice, this book features an extensive chapter, "5E: Marking", with guidelines, glossary and table of no fewer than 105 choices to be made per material type.

ICCROM, & UNESCO. Documentation. 2.1 Accession number. Retrieved from [http://www.re-
org.info/en/2-how-to-set-up-a-basic-manual-documentation-system-from-scratch/21-
accession-number](http://www.re-
org.info/en/2-how-to-set-up-a-basic-manual-documentation-system-from-scratch/21-
accession-number). Accessed October 25, 2015.

International Committee for Documentation. 1994. "CIDOC Fact Sheet No. 2 Labelling and Marking Objects." International Council of Museums. http://icom.museum/fileadmin/user_upload/pdf/Guidelines/CIDOC_Fact_Sheet_No2.pdf

McDonald, Greg, Ann Elder, and Sally Shelton. 2005. "Appendix U: Curatorial Care of Paleontological and Geological Collections." In *Museum Handbook-Part I, Museum Collections*, by National Park Service, Museum Management Program, 1:U:14. Washington, D.C.: National Park Service. <http://www.nps.gov/museum/publications/handbook.html>.

"Ownership Marking of Paper-Based Materials - Collections Care - Resources (Preservation, Library of Congress)." 2015. Web page. Accessed April 19 2014 <http://www.loc.gov/preservation/care/markings.html>

Northern States Conservation Center <http://www.collectioncare.org/>. Numbering. *Points back to (Alten 1998; 2003; 2014)*

Share Museums East (UK). Handouts and Video Tutorials.

Handouts found under heading LABELLING & MARKING MUSEUM OBJECTS.

Handouts include: *Labelling and Marking Museum Objects Booklet; Marking and Labelling Methods and Positions; Writing on the object; Sewn on label; Sticking a label on the object; Tie-on label* <http://sharemuseumseast.org.uk/download-course-handouts>

Videos include: Labelling & Marking Museum Objects; Labelling and marking paper objects in museum collections; Labelling and marking textiles in museum collections; Marking museum objects using the starch paste method.
<http://sharemuseumseast.org.uk/videos/>

Labels | Storage Techniques for Art Science & History Collections. Retrieved April 28, 2015, from <http://stashc.com/the-publication/labels/>

United States Department of Agriculture. Animal Welfare Act and Animal Welfare Regulations, 9 Code of Federal Regulations (CFR), Parts 1, 2, and 3. (2013). Retrieved from http://www.aphis.usda.gov/animal_welfare/downloads/Animal%20Care%20Blue%20Book%20-%202013%20-%20FINAL.pdf

Wolf. Sara J. 2003. Appendix J: Marking. In National Park Service, Museum Management Program, Museum Handbook (Vol. 2). Washington, D.C: National Park Service. Retrieved from <http://www.nps.gov/museum/publications/handbook.html>

TIPS:

Keep your eyes on the Canadian Museum of Nature – they've been working on workflow decision tree for natural history objects.

Contact information:

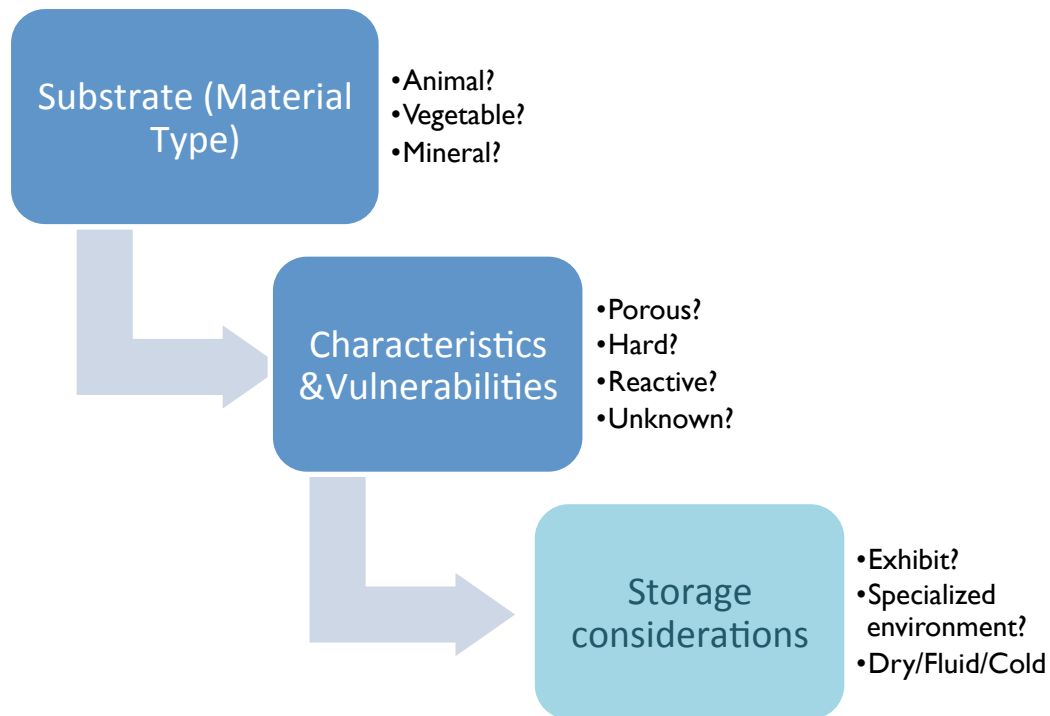
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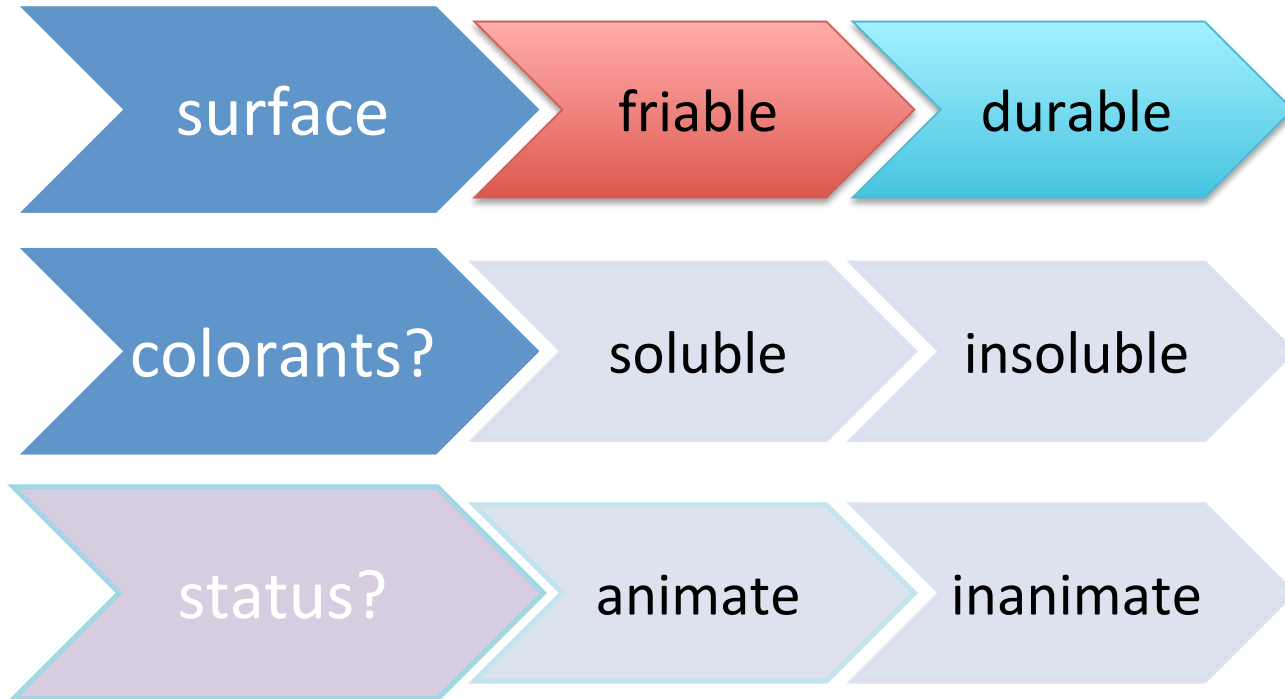
<http://siarchives.si.edu/>

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1. Identify



2. Characterize



3. Consider

Labeling is a
mini-treatment.

- size
- placement
- security
- users/viewers
- potential damage
- unknowns
- your time

4. Choose

