



Paper Label Attached with Adhesive

Materials Used

Paper Label with Rhoplex B60A Method

- Ruler
- Tweezer, round tip
- Scissors
- Exacto Knife
- Cutting Mat
- Cotton Swabs
- Bamboo Skewers or Toothpicks
- Rhoplex B60A
- Empty nail polish bottles and small funnel
- Laser Printer
- Acid free paper
- Warm distilled or deionized water
- Paper Towels or Kimwipes
- Object Supports (foam, bean bags, trays, weights, turntable, etc.)

Tips & Tricks

- Make sure the surface of the object is free of dust. Clean surface with a soft bristled brush before labeling object if needed.
- Have all of your tools gathered together before labeling. Using a tray helps keep tools separated from the object and makes for easier clean-up.
- Labels should not be applied over diagnostic portions of an object or areas of an object that will be visible in photographs or exhibits.
- Do not place label on or near an area of damage. This could result in further damage, especially during label removal. It can also cause the loss of the label as the damaged area fails.
- Select the numbering location before applying adhesive to the paper label.
- Place labels in a standard area when possible. This will minimize handling.
- Use nail polish bottles to store smaller quantities of the Rhoplex B60A to prevent the adhesive from drying out. Use a small plastic funnel to fill bottles. These funnels sometimes come with the nail polish bottles. Make sure to properly label your bottle.
- Use either Century Gothic or Arial font in bold for labels. These are fonts that are clear and easy to read.
- Type the number out in several sizes so it's easier to determine what fits best on the object.
- The font size depends on the size of the item and the surface available for label placement. Typically, font sizes 8, 6, and 4 work for many objects.
- Use a laser printer. Do not use daisy, dot matrix, or ink jet printers. These types of printers do not use a stable ink fusion process.
- Use an Abbey pen to determine if your paper is acidic. Most copy paper is suitable.

- Use a clear ruler when cutting out the numbers. This will make it easier to see the numbers and prevent cutting off or too close to the print.
- Round the corners of the paper label to prevent any lifting or catching.
- Use a cotton swab or a bamboo skewer to carefully press down the paper label.
- Do not directly apply a paper label with Rhoplex to a textile. Instead, apply the paper label to a strip of Tyvek using the Rhoplex B60A. Then you can follow directions on how to sew the Tyvek to the textile.

Instructions for this labeling method are published in Cassman, V. Odegaard, N. and Powell, J. *Human Remains: Guide for Museums and Academic Institutions*. Lanham, MD: AltaMira, 2007.

Sustainable Heritage videos:

<https://sustainableheritagenetwork.org/digital-heritage/collection-labeling-safely-applying-accession-numbers-museum-objects>

<https://sustainableheritagenetwork.org/digital-heritage/labeling-objects-laser-printed-paper-labels-tutorial>

Compiled by:

Gina Watkinson, Conservation Laboratory Manager, Preservation Division, Arizona State Museum, The University of Arizona, gwatkins@email.arizona.edu