

TEXTILES

The main objective when storing textiles is to reduce or eliminate stress on any part of the item. Therefore, **hanging is not encouraged**.

Textiles—Folding

Most textiles will not fit into a box without some folding, even if it is a textile box. The sleeves of a chasuble or dalmatic need to be folded so that the vestment fits within the box. However, folds in any textile should be kept to a minimum. It is advisable to insert a pad or support made of archival quality tissue under or inside each fold to reduce the sharpness of the fold. Sleeves are usually padded out with tissue. Similar pads can be used for supporting collars and padding shoulder seams. Ensure that each item is wrapped in archival quality tissue, or that a layer of tissue is placed between each different item in the box. Keep the layers to a minimum—the weight of other textiles above will crush the textile at the bottom!

When wrapping textiles for storage:

Ensure textile is clean (however, do not dry clean the item!).

Wrap the garment in archival quality tissue.

Store in appropriately-sized archival quality storage box.



MUSEUM OBJECTS

Large metal objects such as chalices and shields seems to be quite robust. However, like everything else, will degrade over time if not enough attention is given to their care. They always look at their best when shiny and bright, however polishing is a form of abrasion and /or chemical reaction, and should only be undertaken when absolutely necessary. Metal objects are likely to be made of brass, glass, silver plate or sterling silver, or a combination of materials.

Before putting them away, metal objects should be cleaned, gently removing dust, grime and other accumulations. You can wrap each item in archival quality tissue, and then protect it with a layer of bubble wrap, although this is not absolutely necessary if you have stable environmental conditions.

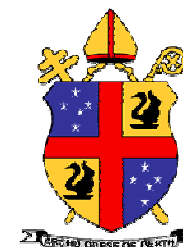
The main aim is to reduce further wear or damage through bumps and knocks , or from one item rubbing up against each other. Metal objects can be stored in archival boxes.

Wrapping metal object for storage:

- Always use nitrile gloves to handle metals
- Wrap in archival quality, non-buffered tissue
- Store in archival quality, non-buffered storage box.

Wrapping delicate objects for storage:

- Ensure delicate surfaces are fully covered
- Ensure no movement can occur in the storage box.



GUIDELINES FOR ARCHIVING PLANS, PHOTOGRAPHS AND OBJECTS

This brochure has been created by the Archives of the Catholic Archdiocese of Perth. Its aim is to guide Parishes on how to archive maps and plans, photographs and museum objects. For further information and resources about archival practices please contact:

Archives
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1. A GROUP OF RECORDS HELD TOGETHER
2. AN ORGANISATION THAT HOLD HISTORICAL RECORDS
3. THE WHOLE BODY OF RECORDS DOCUMENTING PAST ACTIVITIES
4. A SINGLE RECORD OF HISTORICAL SIGNIFICANCE

Caring for Photographs

Photographs need to be kept separately from other documents. Photographic material requires a cool, dry, well-ventilated storage environment. The ideal storage conditions for photographs is a temperature of between 16-18°C and Relative Humidity of between 30-40%!

Special chemically-stable packaging is required to store photographs. Many of the materials used in the past, including PVC plastic storage pages, have caused serious damage. 'Magnetic' or self-adhesive albums should never be used. Instead acid-free photo albums with plastic sleeves (polyester, polyethylene or polypropylene).

As a cheaper alternative, photographs can be kept loose in a acid-free box. Adding slips of acid-free paper between the photos will keep them from sticking to one another.

Materials to use when handling images:

- Gloves when handling photo negatives and prints
- Soft pencil for marking, such as 2B.

Material to avoid when handling images:

- Metal fasteners: staples, paper clips, pins.

CDs and DVDs should be kept in cool to cold storage if possible.

Caring for Sacramental Registers

- Store Registers in a dust free place
- Store them flat if possible, otherwise make sure they are properly supported
- Registers may be boxed or wrapped. This is especially necessary when they are very fragile. Use Tyvek or other acid-free material for wrapping
- Handling of Registers should be reduced to a minimum. Only the Parish Priest and Assistant Priest, the Archivist and the Office Staff should have access to registers. Do not let them be handled by the public. Do not photocopy entries as turning the register over for photocopying damages the Register. A person may be allowed to take a digital photo of their entry only
- Do not rebind Registers as a certain amount of the records may be lost in the process
- If you index your Registers then it saves turning pages to look for an entry. You can go straight to the page
- Please consider sending your baptismal index using the Baptism Template Spread sheet provided by the Archives so that we can enter the data in our Central Database.

MAPS AND PLANS

Maps and plans outline proposed changes to places over time. Maps and plans provide the evidence of this change, together with accompanying documentation such as specifications, details and other common paper-based collections.

Appropriate materials for handling

- Use archival materials such as archival quality paper and card
- Encapsulate if necessary using a polyester such as Mylar or similar
- Hold flat with soft leather weights.

Inappropriate materials for handling

- Any acid plastic, such as PVC (Polyvinyl Chloride)
- Metal fasteners: staples, paper clips, pins
- Self-adhesive papers or tape.

Maps and plans should be well supported and stored flat, in large format plan drawers or large archival quality boxes. It is best to avoid over-filling any drawer or box, as accessing the maps or plans at the bottom may be difficult and may exert vertical pressure on the object, therefore crushing it. Rolled maps and plans should be unravelled. Gently unravel the roll onto a large, flat, clean surface, and allow the map or plan to relax over time by applying gentle pressure at appropriate places and intervals using soft leather weights. Ensure that sufficient numbers of weights are used to prevent tearing.