



Published
by the Minnesota
Historical Society
for local and county
historical societies
and heritage
preservation
commissions

THE MINNESOTA HISTORY Interpreter

May 2000 Vol. XXVII, No. 5

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Washington County Historical Society Discovers Surprise "Time Capsule"

The front porch of the Warden's House Museum in Stillwater, which was constructed in 1986 to resemble the porch built in the 1880s, was in need of extensive repairs. The Washington County Historical Society (WCHS), which is housed in the museum, hired Purcell Construction to do the work. In the course of the repairs, employee Mark Swanson found an old mayonnaise jar that turned out to be a time capsule.

Arlene Fults, site manager of the Warden's House, opened the jar to find newspaper clippings, a photograph, nails and a 1986 penny. There was also a note dated Aug. 2, 1986, that read, "To whom it may concern: This time capsule was put together by Museum Staff: Yvette Bergeron Handy, Curator, Pat Huninghake, museum assistant, and Angie Schrade, museum assistant, during the porch reconstruction project. The enclosed nails are from the old Victorian-era porch, approx. 1880s." The note



Courtesy Washington County Historical Society

Arlene Fults, Warden's House museum site manager, looks over items found in a "time capsule" uncovered during porch repair in March 2000.

was signed by Huninghake and Handy. These items, along with contemporary objects and memorabilia, will be placed in a time capsule for the year 2000 that will be placed near the repaired porch.

For more information, call WCHS at 651/439-5956.

Stearns History Museum Library Records Merger

The library records of the Stearns History Museum (SHM) in St. Cloud are being merged with other records in the Great River Regional Library (GRRL) system. The merged system will make use of the MnLINK Gateway, an Internet virtual library that provides access to Minnesota library catalogues. MnLINK, which stands for Minnesota Library Information Network, is a statewide collaborative project among public and special libraries and libraries in colleges and universities and K-12 systems.

The merger will make it possible for researchers to view the SHM's collections catalogue at any regional library location or on home or office computers. The project is scheduled for completion in the summer of 2000.

For more information, contact SHM at 320/253-8424, by e-mail at info@stearns-museum.org, visit its web site at www.stearns-museum.org, or visit MnLINK's web site at www.mnlink.org.



Carver County Historical Society Begins Photographic Documentary Project

The Carver County Historical Society (CCHS) has more than 12,000 photographs in its collections, but very few were taken after 1960. In the Winter 2000 issue of its newsletter, *Annals of the Carver County Historical Society*, CCHS Director Leanne Brown writes, "To fill this gaping hole in the collection, we created the *Carver County 2000* project, which will document everyday life in the county through black-and-white photographs taken during 2000."

The participating volunteer photographers are Keith Anderson, Linda Schnobrich and Colleen Trebil of the *Waconia Patriot*, Jim Bart of the *Carver County News*, Tim Larson of the *Norwood Times*, Melissa Gilman of the *Chanhassen Villager*, and Mark Olson and Unsie Zuege of the *Chaska Herald*. They will focus on such topics as "holidays and celebrations, land development, everyday life, work and industry, and recreation," Brown says. At the completion of the

project, CCHS will select 36 photographs to be exhibited in the museum next year, and made available to local libraries, nursing homes and community centers.

The project is supported with funds provided by the Metropolitan Regional Arts Council and the Chaska Arts Council through a grant from the McKnight Foundation and an appropriation from the Minnesota State Legislature.

Carver County 2000 is inspired by *Minnesota 2000*, a photographic documentary project of the Minnesota Historical Society (MHS) now on display in the History Center Museum in St. Paul. For further information about *Minnesota 2000*, contact MHS at 651/296-6126 or visit its web site at www.mnhs.org. For further information about *Carver County 2000*, contact CCHS at 952/442-4234 or by e-mail at historical@co.carver.mn.us.



Swedish Programs Sponsored by Isanti County Historical Society

The Isanti County Historical Society (ICHS) has announced a series of programs celebrating the Swedish heritage and history of the county and area.

On June 10, the Saab Swedish Festival brings Isanti and Kanabec county artists and performers together with metro area performers in several activities, including decorating and raising a midsummer pole, folk painting, calligraphy, crafts and puppets, and music and storytelling.

A Swedish worship service at the Old North Church on June 18, Father's Day, will include readings, a homily, and special music and hymns-all conducted in Swedish. Also at the Old North Church, on Friday, June 23, a lunch with a Swedish group from Hassela, Sweden, is scheduled. The visitors are part of a touring group from Halsingland that is visiting the area to which their ancestors immigrated.

On June 27, the Swedish Male Chorus will perform at the Braham Evangelical Lutheran Church. The choir, 40 singers from all over Sweden, is on a

tour that will culminate in its participation in an international Swedish male and female chorus event in the Twin Cities later in the summer. The performance in Braham is co-sponsored by the ICHS and the Dala Heritage Society.

From Aug. 21-25, the Swedish Language and Culture Day Camp will be held at the West Riverside Historic Site in Cambridge. Children from 5-15 (post-kindergarten) can begin to learn Swedish language and culture. The final event in the series of programs is a concert by a group of Swedish singers from Motala, Sweden, which will be held on Sept. 30 in the Stanchfield Baptist Church. The group will stay with families in the county.

For further information, contact ICHS, P.O. Box 525, Cambridge, MN 55008, 763/689-4229.

MARK YOUR CALENDAR: Braham Pie Day, a day-long festival of culture, art and food, is scheduled for Friday, Aug. 4, at Freedom Park in Braham.



Recommendations for Applying Accession Numbers to Museum Objects: Part 1

by Gina Nicole Delfino

This Tech Talk article is adapted from Nicole Delfino's booklet, "Suggested Procedures for Labeling Artifacts." This is the first of two articles. The Part 2 will appear in the July 2000 issue of the Interpreter and will continue with the three-dimensional objects section, paper and photographs, and hard-to-label objects, and include a quick-reference checklist. The booklet may be obtained by contacting Delfino at her labeling kit firm, Archival Collection Systems, 651/457-5399.

Labeling museum objects with accession numbers is an important responsibility. An accession number identifies the artifact as part of your collection, links the object with its documentation, and allows you to keep track of your inventory. Without this number, an object may become virtually inaccessible.

This article offers suggestions for labeling artifacts in an archivally sound manner. Remember, however, that there are variations within most collections, so in placing labels you must often employ your common sense.

An artifact's label must not only be durable to remain legible over time, but also removable, should the need arise to make a change. The process of labeling should never cause harm to the object. Its location should be easy to find, yet be in an unobtrusive place so as not to be distracting while the object is on exhibition. The writing should be as small as possible while still legible. Write numerals as clearly as possible, as follows:

0 1 2 3 4 5 6 7 8 9

There are several methods for labeling objects. The type of label used depends on the type of material to be marked.

Editor's note:

TECH TALK is a bimonthly column offering technical assistance on management, preservation and conservation matters that affect historical societies and museums of all sizes and interests. Comments and suggestions for future topics are welcome.

Textiles, clothing and fine basketry

Materials to use

- Black Sakura Micron Pigma™ pen (waterproof, fade-proof and does not "bleed")
- White plain-weave 100 percent cotton tape, 3/8 inch wide, non-adhesive, and without starch
- White or black fine 100 percent cotton sewing thread
- Fine ball-pointed needles
- Scissors

Where to label

1. Clothing with a neckline: inside center back of neck (do not obscure existing label)
2. Clothing with a waistline: inside center back of waistband (do not obscure existing label)
3. Hats: inside center back, where crown and brim meet
4. Flat, long, or large textiles: 2 labels: back, lower right AND upper left corners
5. Fine basketry: bottom or back, depending on structure
6. Fragile or fragmented textiles that cannot withstand stitching: on storage support

Method of labeling

Marks should not be made directly onto fabrics. The number is written onto a piece of cotton cloth tape that is then carefully sewn onto the object.

First, be sure the textile is out of potential harm's way (i.e., away from pens, scissors, etc.).

Keeping the pen away from the textile, use the Micron Pigma pen to write the accession number clearly onto a piece of cotton cloth tape before attaching the tape onto the textile. Leave about 1/4 inch on each end to fold underneath; this saves the edges from fraying.



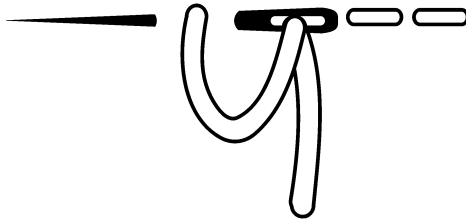


Continued from p. 3

Choose white thread for light-colored pieces, and black thread for darker ones. If black or white is still too obvious, colored thread may be used so long as it is 100 percent cotton and colorfast. Make three back-stitches (see diagram 1) on the cotton cloth tape tag (not the textile) to anchor the thread without using a knot. Make small whip-stitches all the way around the label using as few as necessary to securely attach the label (see diagram 2).

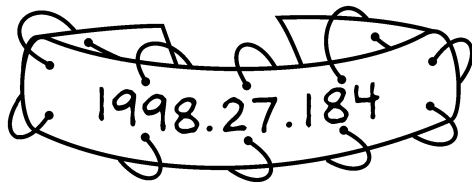
The aim is to make certain the label cannot later be snagged, causing damage to the object. When making stitches, use a single strand of thread and be sure not to pierce fibers. Instead, sew between fibers, through gaps in the weave (see diagram 3). Use a magnifying glass if necessary. Finish with three more back-stitches, on the tag only, and without using knots.

*Diagram 1:
back stitch,
used to anchor
the thread on
the cotton cloth
tape tag.*



When it is inappropriate to attach labels directly, for example with fine basketry, the labels can be sewn in a loop around large, stable fibers. First, apply the number to the cotton tape, wrap the cotton tape around a stable point, then sew the ends of the tape together, forming a slightly loose loop.

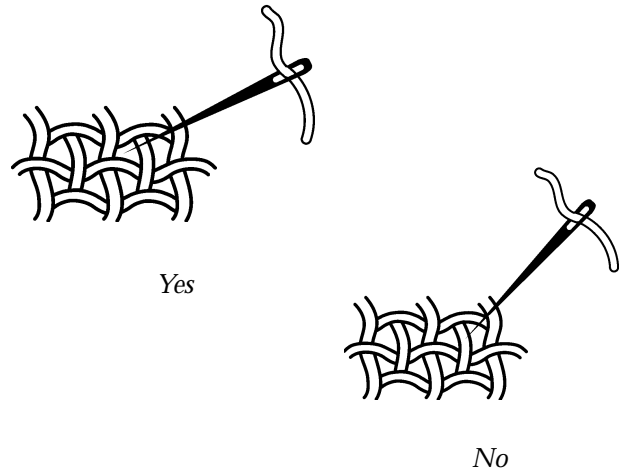
*Diagram 2:
whip stitch
around tag.
Use as few
stitches as
necessary to
securely attach
the label.*



NOTE: Never sew onto fabric that is in poor condition. If sewing a label onto an object could cause it harm, it may be necessary to label its storage support (see part 2, page 6).

Deciding how to label beadwork can be difficult. If the beadwork is sewn onto a textile (applied or “lazy stitched”), proceed as you would for other textiles, taking extra care not to harm the beads or the threads that hold them to the textile. If the beadwork is woven or loom-work, you may be able to sew a label onto the underside. Stitch between the threads

Diagram 3



that hold the beads only if those threads are strong and in good condition. If the beadwork is sewn onto leather, sew on a label only if you can do so using pre-existing holes. Otherwise, use a cotton tape loop if possible (see above), or simply label its storage support. Do not try to apply a label directly onto fragile beadwork; proceed as for other fragile pieces (see part 2, page 6).

To remove a sewn-in label, carefully snip the threads against the tag, being especially careful not to let the scissors touch the textile. Pull the snipped threads slowly, without tugging or causing any strain to the textile.

Three-Dimensional Objects

Materials to use

Acryloid B-72, 20 percent solution in acetone/toluene
Black Sakura IDenti-pen™, 441 series, permanent ink, dual-point marking pen
Titanium white Golden fluid acrylic paint, Golden Artist Colors, Inc.
Polymer medium (gloss), Golden Artist Colors, Inc. (water-based acrylic emulsion)
Acetone, 100 percent

NOTE: These solvents are considered hazardous and should be handled accordingly. Read the health hazard information located on page 6 of this issue.



Continued from p. 4

Where to label

Three-dimensional objects come in all shapes and sizes. Choose an unobtrusive area, usually on the back or bottom of the object; the back lower right-hand corner is preferable, if it would be appropriate. Clear or transparent objects are difficult, so try to label along an edge where it would be least noticeable. If possible, the label should not be visible while on exhibition.

If an object is lacquered, plastic or wax, or if it has a corroded or porous surface, do not apply a direct label; instead, use a paper-and-string tag (see part 2, page 4) or cotton cloth tape loop (see page 4, above). Some lacquers, plastics and waxes are soluble in the solvents used. A friable, crumbling surface is not stable enough to hold a label, and a porous surface could absorb the B-72. Directly applying a B-72 label to these types of surfaces might damage an object irreparably.



Method of labeling

Most three-dimensional objects can receive B-72 and ink labels. This method requires some extra care and concentration, because you are making an application directly onto the object. A clear B-72 barrier is applied to the object to create a removable writing surface onto which the number is marked; this is followed by a clear gloss seal that protects the number from scratches.

1. First make sure the surface you will mark is clean and free of corrosion.
2. It is to your advantage to label a group of objects at one time, since this method requires a waiting period between steps.
3. Be aware of drips sliding down your brushes. Try to remove as much excess as possible before approaching the object.
4. When writing with the IDenti-pen, be certain the surface you are writing onto is completely dry. If it is at all tacky, you may clot the pen's nib, rendering it unusable.

Barrier Layer

Brush on a barrier layer of B-72 in a thin rectangular layer. Its size should not be excessive, yet should be able to accommodate the number and a top coat within its boundaries. Allow the B-72 to dry for at least 30 minutes, so that it is not tacky to the touch. If the barrier layer surface is irregular or porous, a second thin layer may be applied to improve the writing surface. Allow it to dry completely again. If the B-72 remains tacky for more than an hour, remove it with acetone, discard your supply and make a fresh batch.

If your supply of B-72 becomes too thick, it may be thinned with a very small amount of acetone, added two-to-three drops at a time. Adding too much acetone at once will make your supply too thin for further use. If your supply becomes yellow, discard it and make a fresh batch.

Accession Number

For light colored objects, neatly write the object's accession number directly onto the barrier layer using the extra fine nib of the black IDenti-pen. (NOTE: Both ends of the pen have writing nibs—use the smallest one.) Do not extend your writing beyond the edges of the barrier layer. Allow the ink to dry completely (at least five minutes).

For dark-colored objects, first brush a thin layer of white acrylic paint over the barrier layer, making sure to stay within its boundaries. Do not brush the acrylic paint directly onto the object's surface. Once the white layer dries completely (about 45 minutes), you may proceed as for light-colored objects.

Some people prefer to use ink and a quill pen to write their numerals; however, quill pens present a danger with blotting and scratching due to their hard, sharp nibs. Instead of risking this danger, the above method should be adopted.

Seal

Brush a thin coat of acrylic gloss medium over the number to ensure it will not be abraded. The gloss will go on white, but will dry to a clear finish. The top

Dangerous Materials Warning

Removable self-stick notes, as well as any other adhesive tapes or labels, leave residue (sometimes unseen) that will attract dirt and/or cause yellow stains over time. DO NOT use these items for temporary labels or any other purpose. While convenient, they ultimately cause harm, and are not appropriate for use with museum objects. Nail polish and correction pens or fluids are also potentially unstable materials and should not be substituted for the proper materials listed in this article. Not even all materials labeled as "archival" or sold by "archival" suppliers are necessarily appropriate for these specific purposes.



Continued from p. 5

coat should be smaller than the barrier layer. By using this material instead of a second layer of B-72, you remove the risk of dissolving the barrier layer and smudging the number. Again: Allow it to dry completely before moving the object.

If your supply of acrylic gloss medium becomes too thick, it may be thinned with a very small amount of water, added two-to-three drops at a time. Adding too much water at once will make your supply too thin for further use.

This section will continue in Part 2 with the topic of removal of labels, in the July issue.

Bibliography

- Alten, Helen. *Materials for Labeling Collections*, Collections Care Network, Vol. 1, No. 6, Winter 1996. Minneapolis: Upper Midwest Conservation Association
- Denton, P. Lynn, and Sara J. Wolf. *Labeling Museum Specimens*, Conservation Notes, No. 11, January 1985. Austin: Texas Memorial Museum

Supplies and Suppliers

Artifact Labeling Kits

Archival Collection Systems (ACS)
137 Fourth Ave. North
South St. Paul, MN 55075
651/457-5399

Pens, Paint, Gloss Medium, Pencils, Erasers

Local art stores
ACS (address above)

Acryloid B-72, Archival Tags, Cotton Tape, Gloves

University Products, Inc.
517 Main Street, P.O. Box 101
Holyoke, MA 01041-101
1-800-628-1912
ACS (address above)

Cotton Thread, Needles

Local fabric stores
ACS (address above)

Health Hazard Information

Acetone and toluene are moderate-to-serious hazardous materials and can cause some health complications if not handled properly. If you will be using these solvents, either alone or in solution with Acryloid B-72, read the Material Safety Data Sheet (MSDS) for each solvent. MSDSs can be obtained on request from the material supplier. When handling these materials, take the following precautionary steps:

1. Work in a space with good ventilation. Avoid breathing vapors and use a respirator if necessary. A half-mask respirator fit-tested for individual use with Organic Vapor filters is recommended.
2. If your hands will be in direct contact with solvents, wear solvent-resistant gloves.
3. If the potential for splashing exists, wear chemical safety goggles.
4. Alert yourself to the nearest accessible location of a water supply.
5. Keep containers tightly closed and upright when not in use.
6. Never place solvents near a heated area or source of ignition. They are highly flammable.
7. Make sure your work space is neat and that solvents are not in danger of tipping over.

Warning signs of over-exposure are:

- Irritation of the skin, eyes, nose, throat or mucous membranes.
- Drowsiness, headache, dizziness, nausea, loss of coordination or fatigue.
- Redness, burning, drying and cracking of the skin.
- Burning, tearing and redness of the eyes.

If you are experiencing any symptoms of over-exposure, discontinue your work in the exposure area immediately and get some fresh air. Wash directly exposed skin with soap and large amounts of water for 15-20 minutes. Flood directly exposed eyes with large amounts of water for 15-20 minutes. Alert your supervisor to your symptoms and seek medical help if problems persist.

Do not dispose of any solvents in the sink or garbage. Dispose of solvents in accordance with local, county, state and federal regulations.

Gina Nicole Delfino is associate registrar in the administration department, division of library and archives of the Minnesota Historical Society. She worked in the MHS museum collections department prior to her present position. She has been a conservation technician at the Science Museum of Minnesota and with Conservation Technical Associates in Connecticut, and worked as an intern at the Cooper-Hewitt National Museum of Design in New York.



Getting More Out of the Web: Internet Resources

This list of web sites and pages was compiled by Shawn Rounds, government records specialist in the state archives department of the Minnesota Historical Society (MHS), and was first presented at the year 2000 field workshops. There are two sections: first, the web sites and pages available via the MHS web site, then the web sites of national organizations of interest.

Minnesota Historical Society

General

www.mnhs.org
 PALS (online catalog of library and archival collections)
 Visual Resources Database

State Historic Preservation Office

www.mnhs.org/preserve/shpo/index.html
 Historic Preservation Resources
 National Register of Historic Places
 Preservation Planning
 Grants
 Technical Information and Assistance

Minnesota Historical Organizations

www.mnhs.org/preserve/mho/index.html
 County Historical Societies, Chapters, and Local Organizations
 Web Site Links to Minnesota Historical Societies
 Heritage Preservation Commissions
 Tribal Heritage Preservation Offices
 Regional Research Centers
 Contact information for miscellaneous organizations
 Complete MHO Directory

Conservation and Preservation of Collections

www.mnhs.org/preserve/treasures/index.html
 Recovery of resources damaged by natural disasters
 Restoration and preservation of books and paper
 Preservation of photographs
 Framing items for display

State Archives Department

www.mnhs.org/preserve/records/index.html
 Government Records Services (guidelines, informational leaflets, related web links)
 Preserving Your Digital Information
 Information Technology Issues (metadata, search engines, information system design)
 Information Policy Project

National

National Archives

www.nara.gov
 Archives and Preservation Resources

Library of Congress

www.loc.gov/
 Caring for Your Collections
 Information Systems Standards

Council of State Historic Records Coordinators

www.coshrc.org
 Records Management and Archival Administration
 Related Links

National Park Service

www.cr.nps.gov/
 National Register of Historic Places Catalog
 Museum Handbook
 Museum-related Technical Publications (Conservogram series)

American Association for State and Local History

www.aaslh.org/
 Member benefits includes newsletters, technical leaflets, continuing education workshops

National Conference of State Museum Associations

www.io.com/~tam/smanet/
 Listserv,
 Related links

PastPerfect

www.altamirapress.com/Pastperfect.html
 Museum management software for handling collections, membership, and finances

Conner Prairie Farm, Indiana

www.connerprairie.org/home.html
 Example of a well done local museum web site

Web Exhibits Directory

webexhibits.com/
 Guide to exhibits on the Internet

L-Soft Listserv Catalist

www.lsoft.com/lists/listref.html
 Searchable catalog of over 33,000 listservs





Scholarship Assistance for 'Emerging Preservation Leaders'

The National Preservation Conference, titled "Saving America's Treasures in the 21st Century," will be held in Los Angeles from Oct. 31-Nov. 5, 2000. The National Trust for Historic Preservation sponsors the conference.

To ensure that participants from a variety of cultural and economic backgrounds can attend the conference, the Trust has created the Emerging Preservation Leaders Scholarship program, designed to assist individuals with costs associated with the conference.

Scholarships help community activists, cultural leaders, professionals and students by providing initial conference-going guidance, a mentoring program and special events and sessions.

The Trust seeks applicants whose participation will contribute a valuable perspective to discussions, and whose commitment to historic preservation will be strengthened as a result.

The application deadline is June 15. To apply for scholarships, call Jim Guelcher at 312/939-5547, ext. 229, and for information on this year's conference, call 202/588-6444.

Minnesota Transportation Museum Seeks Director

The Minnesota Transportation Museum (MTM) is looking for a new Executive Director, whose job will emphasize administration, fund-raising, volunteer recruitment and organizational development. The museum specializes in public transportation history, and operates six historic sites in the Twin Cities area. Visits in 1999 exceeded 110,000. Send resumes to Michael E. Miller, MTM chair, Minnesota Transportation Museum, 4400 Washburn Ave. So., Minneapolis, MN 55410, or by e-mail to Mmiller421@aol.com.



The *Minnesota History Interpreter* is published by the Historic Preservation, Field Services and Grants Department of the Minnesota Historical Society, and distributed to Minnesota's county and local historical societies and heritage preservation commissions.

Readers are invited to submit information for publication. To be considered, items must reach the editor by the 18th of the month, two months before publication (example: the deadline for the October issue is August 18). Send to: *Interpreter* Editor, Minnesota Historical Society, 345 Kellogg Blvd. W., St. Paul, MN 55102-1906; 651/296-8196 or jim.smith@mnhs.org.

Send address changes to David Nystuen, 651/296-5460; e-mail: david.nystuen@mnhs.org.

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Britta Bloomberg, Head, Historic Preservation,
Field Services and Grants Department
David Nystuen, Field Coordinator
James P. Smith, Editor
Kate Raver, Layout



MINNESOTA HISTORICAL SOCIETY

345 KELLOGG BOULEVARD WEST
SAINT PAUL, MINNESOTA 55102-1906

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