



International Society

Daughters of Utah Pioneers

Care & Preservation
of
Heirlooms

300 North Main Street

Salt Lake City, Utah 84103-1699

801-532-6479 fax 801-532-4436

www.dupinternational.org

DAUGHTERS OF UTAH PIONEER

MUSEUMS MISSION STATEMENT

The mission of all Daughters of Utah Pioneers museums is to collect, preserve, and display the artifacts belonging to the Utah Pioneers who settled the Territory of Deseret from 1847 to May 10, 1869, and additionally those artifacts which represent local community. Our open storage policy and donor-based evaluation of artifacts establish collections that represent the entire pioneer community and serve as easily accessible educational/research facilities for both descendants and the greater community.

1. Ours is a donor-oriented facility. Our donors give to us so all their descendants will have an opportunity to view their family treasures at any time. We set the collection guidelines, then they – not we – determine if an artifact is of importance.
2. All descendants of any pioneer can gain better understanding of their ancestors through their personal keepsakes.
3. We interpret the lives of every pioneer, not just the religious or political elite.
4. We interpret the whole community with all its subtleties, complexities, and contradictions.
5. We serve as a repository for those who want their artifacts both preserved AND displayed.
6. The visitor determines what is important for him or her to see.
7. We serve as a visually accessible research facility for all.
8. Artifacts cannot be sold, loaned, or released to anyone else, including previous donors or families. Our goal is to keep the objects in the geographic region in which they were originally used.



International Society Daughters of Utah Pioneers

LEGAL WARNING

To all Company Presidents and Camp Captains:

If your Company or Camp has an artifact collection or a museum, please be aware:

No member of the DUP can sell, return to the former owner, or give away to anyone any DUP artifact or manuscript from the collection. If you do, you may be held personally liable.

If you or your group are currently discussing any arrangement with any governmental agency or private organization (state park, historical or community society, etc.), DO NOT SIGN ANYTHING without talking to ISDUP.

If you or a member of your Camp/Company has signed or verbally agreed to anything in the past and has not already discussed the issue with ISDUP, for your own protection, call us immediately.



GUIDELINES FOR DOCENTS

As Daughters of Utah Pioneers, we have the privilege to serve as Docents in our Pioneer Museums. It is a wonderful opportunity to let the rest of the world become acquainted with our courageous pioneers through their artifacts. At the same time, we have the chance to personally grow.

We hope the following points will help you become a successful and happy docent.

1. Be at your museum at the assigned time and day. Without you the museum does not come to life.
2. Greet each visitor in a friendly manner. Welcome them. If possible, have a guest register and ask them to sign it.
3. For security purposes always have two (2) docents at the museum at all times. Make sure you have nearby access to a telephone or bring a cell phone with you if possible.
4. Become familiar with your museum's emergency procedures.
5. Become familiar with all the displays in your museum. If anything is stolen, a good docent is often the first to be aware that "something is different." Report anything out of the ordinary to your museum board member.
6. Do not tell personal stories to the visitors unless absolutely relevant.
7. If your docent coordinator has compiled a "Stories from our Museum" booklet, learn these stories. They can help you become more comfortable talking to the visitors, and they help the guests better understand the artifacts they are seeing. Everyone remembers that "fascinating story" they were told.

If there is no "Stories from our Museum" booklet, pick out two or three artifacts that you find interesting and do some research about them. Write down your information and share it with other docents. If each docent accomplishes this, you will have a full booklet in no time.

DUP ARTIFACTS: A SACRED TRUST

Artifacts are a sacred trust.

We are responsible to the person who donated the artifact and every Daughter of the Utah Pioneers for the safe-keeping of our collection.

We cannot dispose of, exchange, destroy, or in any way alter the gift put into our care, except in the cases of conservation and stabilization if necessary.

Every custodian of artifacts should keep an inventory, which includes locations, to be turned over to her successor.

If a visitor asks for a certain artifact donated to the museum, we are responsible for knowing where it is.

A record should be kept of every artifact received. A deed of gift should be completed for each artifact donated. A catalogue sheet should be completed for each object in your collection (see attached examples for deed of gift and catalogue sheet).

*The proof of the story of Utah lies in the care of
these properties.*

GENERAL HANDLING OF ARTIFACTS

GOLDEN RULE: Do not do anything that cannot be easily undone!

1. Think before you act. Use common sense.
2. Wash and dry your hands thoroughly before handling any object.
3. Never pick up an object unless you know where you are going to put it.
4. If an object is too big or cumbersome for one person to move, get help.
5. Never pick up more than one object at a time.
6. If an object has several pieces, it is better to move the pieces separately rather than try to move them all at once.
7. Several objects or several pieces of one object may be placed in a padded container and the container carried from place to place.
8. Never pick up an object by its edge or handle. These could break off and allow the object to fall. It is always best to support the object with both hands from underneath.
9. When handing an object to another person, it is better for one person to pick up the object and set it down on a clean surface. The other person can then pick it up.
10. Safety first. Always use a step stool or ladder to reach an object. Do not stretch to reach. Never move an artifact when you are off balance.
11. If a case contains several objects, never lift or move one over the top of another.
12. When moving a fragile object, feel for the surface of the shelf or counter with the underside of your fingers.
13. Do not handle artifacts with your bare hands. Gloves protect the objects from the acids and oils in your hands that can permanently disfigure them.
14. Wear tight fitting sleeves and remove all jewelry before handling delicate artifacts.
15. Guns require special caution. Remember they are dangerous weapons and should never be pointed at anyone. Do not touch the trigger.
16. The spines of books should be supported from underneath at all times, particularly when the book is resting open. Never hold a fragile book in one hand to examine it or moisten fingers to turn the pages.
17. Never touch the surface of a photograph.
18. Textiles should be well supported when moving them. They are fragile and their fibers break easily when bent or folded sharply. Never shake textiles.
19. The frame of an oil painting is its handle. If an oil painting is not framed, hold the stretcher bar. Never touch the surface of the painting (canvas).
20. Do not push or drag furniture. Lift by its strongest area.
21. Remove your shoes when walking on antique carpeting.
22. Keep food and beverages away from artifacts and all areas of the museum; crumbs will attract insects and other pests.

ACCESSIONING ARTIFACTS

The following is a step-by-step guide to **accessioning your artifacts**.

1. When the donation arrives, have the donor fill out and sign a deed of gift. They should also provide as much written information about the object and the pioneers who owned it as possible.
2. Assign the object an accession number (the next available inventory number). Add a detailed description of the object, including the names of pioneers that owned it, the donor's name, and date of donation in the accession book.
3. Complete a catalogue sheet for the new accession. This will be your comprehensive record of the artifact, including measurements and detailed description. If possible, photograph the object and use the image on the catalogue sheet.
4. Mark the artifact with its accession number (see below for methods). This will reduce the chance of the object ever being confused for another in the future.
5. Create a label and place the item on display!
6. It is courteous to send a "thank you" letter or certificate of donation to the donor, if possible providing information where the object will be on display in your museum.

MARKING ARTIFACTS

The following is a guide on how to mark items in your collection, based on the material in which the item is made.

PAPER : Always write the number with a soft pencil. Never use a pen. Mark lightly in upper right corner.

FABRICS : Use white folded twill tape cut into one-inch sections. Treat the surface of the tape with clear fingernail polish first to avoid the ink blurring on the tag. When the fingernail polish is completely dry, write the number on white cotton tape, using an ultra fine tip permanent marker. For clothing, lightly baste the tape near the back on a facing or seam. For quilts, coverlets or table linens, hand sew the tape on the back, in a corner.

BOOKS : Mark on the inside, upper right corner of fly leaf with a soft pencil. Never use a pen around books.

PHOTOGRAPHS : Mark photos on the back near an edge with a soft pencil or archival marker, never ink. Write names and birth dates where appropriate. Record notes and markings separately and keep with photo.

GLASS and CERAMICS : Place the number on a raised area on the bottom (so it will not be rubbed off over time) or a non-visible area in the back. If black ink shows up against the object, use clear nail polish; then when dry, mark the number using permanent ink. When thoroughly dry, cover with clear nail polish. If the artifact is dark and ink does not show up, use a layer of clear nail polish; when dry, use a layer of “White Out” (liquid paper). When that is completely dry, write the number with permanent ink and finally cover with another layer of clear nail polish.

FURNITURE and WOOD : For furniture, mark on the inside of one of the back legs or on the lower back. Marks should not be visible when the object is displayed (if possible) but also easily found by museum staff. If black ink shows up against the wood, use clear nail polish; then when dry, mark the number using permanent ink. When thoroughly dry, cover with a protective coat of clear fingernail polish. If the wood is dark and ink does not show up, use a layer of clear fingernail polish; when dry, use a layer of “White Out” (liquid paper). When that is completely dry, write the number with permanent ink and finally cover with another layer of clear fingernail polish.

LEATHER and SKINS : Mark as for fabrics.

METALS : Use the clear fingernail polish or fingernail polish with “White Out” methods.

CARE AND HANDLING: BOOKS AND PAPER

HANDLING :

- 1) Paper: Do not wear cotton gloves; they can easily snag and tear paper. Wear latex surgical gloves or wash and dry your hands thoroughly and often when handling paper artifacts. Do not use pens anywhere near paper or books. Never use paper clips, staples, Scotch tape, or Post-it Notes.
- 2) Books: Use surgical gloves or wash your hands thoroughly and often. Never remove a book from a shelf by the spine; instead, grasp on the spine side of the front and back of the book to remove it from the shelf. Never use paper clips, staples, Scotch tape, or Post-it Notes. Never fold (dog-ear) the pages of a book.

CLEANING : If book is leather bound, see Leather for care. Remove any objects stored in books, especially leaves, flowers, newspaper clippings, etc. For care of pages, if the paper is very dirty, rub gently with an art gum eraser. Be very careful – paper can be very brittle and tear very easily. Do not leave eraser crumbs in the book.

PRESERVATION : Remove old paper clips, staples, pins very carefully with tweezers or a small knife. Do not use staple removers, as they tear paper. Repair any tears with Archival Document Repair Tape only. Do not try to straighten brittle or rolled papers.

DISPLAY AND STORAGE : Books should be displayed flat or upright if possible. If you need to display open, build a mount that fully supports all parts of the book displaying it at 45 degree opening.

For paper, remove all original manuscripts or valuable documents from display. Make a one-time photocopy and display that copy. Copying on to yellowed or cream color paper gives an “aged” look. NEVER laminate paper items.

Store the original documents in acid-free archival folders in archival boxes in a cool, dark, dry area. Store unfolded, if possible.

Newspaper clippings are extremely acidic and will self-destruct. We recommend that you make a copy of the newspaper clipping and then encapsulate the original in an archival plastic sleeve away from other papers.

CARE AND HANDLING: PHOTOGRAPHS

HANDLING :

Use white cotton gloves. NEVER touch the face of a photograph with your fingers. Fingerprints leave behind acidic oils that will permanently etch your fingerprints into the photo.

Never mark photos with ink. If possible, mark mounting material with a soft pencil. If it is necessary to mark the back of photos, use a soft graphite pencil and press very lightly.

Never use scotch tape, paper clips, rubber bands, Post-it Notes, or rubber cement on photographs.

CLEANING : Do not clean photographs. They require a professional conservator.

PRESERVATION : Do not remove small photos (daguerreotypes, tintypes, or ambrotypes) from their frames.

To re-frame large photos, take apart carefully. Do not touch photo surface. Be aware: many old photographs have been enhanced with charcoal.

Clean the frame by dusting with a soft brush or vacuuming. If the frame is dirty, lightly wipe with a damp, soft cloth. Re-frame with acid free materials. Seal with framer's archival tape.

Encase small photos in clear, archival sleeves. File enclosed photos in acid-free archival folders, labeling the folders clearly. Store folders in metal file cabinets or in archival boxes, if collection is small.

Do not try to straighten rolled photographs. Call us.

DISPLAY AND STORAGE : Keep photos in an environment with low humidity, low temperature, and away from UV light that is typical of sunlight and normal household light. As a minimum, store or display photos in an environment that is comfortable for humans (not too hot or too cold).

CARE AND HANDLING: TEXTILES

HANDLING :

Wear clean cotton gloves. If the textile is brittle and you are worried about snagging, then wear latex surgical gloves. Remove your jewelry before handling. Support the entire artifact when moving, by using two hands. Never shake to remove folds. Never allow old clothing to be worn.

CLEANING : First, dust gently with a soft brush. If that does not clean satisfactorily, angle vacuum gently through the vacuuming screen to remove dust and dirt. Do not wash quilts and delicate fabrics – vacuum only.

If you have a small piece that has been starched, if it is stable, you will need to gently wash it to remove the starch. NEVER starch an artifact. Try first hand washing with clear distilled water. If that does not remove the starch, and if the artifact appears to be color fast, then hand wash gently in lukewarm distilled water with “Orvus” paste. Do not scrub or wring it. Gently lift it in and out of the water. Rinse thoroughly 3 or 4 times in distilled water. Dry flat on a hard surface (such as formica).

Before getting any textile wet, test for color fastness by gently rubbing each area with a moist Q-tip or a moist white cloth. If ANY color comes off, DO NOT WASH. Never use bleach. DO NOT IRON.

Do not send any artifact to your neighborhood dry cleaner. If an article is very dirty and you cannot get it clean by the above methods, call us.

PRESERVATION : It may be necessary to make some repairs to stabilize the textile. Use a ball point needle and thread of the same fiber content and color (silk for silk, cotton for cotton, for example). If a large hole needs to be stabilized, use a piece of silk net, polyester net, or fine nylon netting to stitch over the hold to prevent further damage. Wrap any rusted metal pieces (snaps, hooks, zippers, etc.) in acid-free tissue. If you prick your finger with a needle and get blood on the textile, and if it is colorfast, immediately use your own saliva to remove the stain.

DISPLAY AND STORAGE : Textiles are one of the most light-sensitive artifacts. Try to keep away from light, heat, and humidity. Try to display flat. If it is necessary to fold, pad the folds so

there will not be permanent creasing and fiber breakage. Refolding at a different place and re-padding from time to time will help. Roll textiles instead of folding, if possible.

Do not stack textiles.

NEVER staple, nail or pin textiles to display. No metal should contact textiles.

Do not let textiles touch unvarnished wood. Never use rubber bands.

Dresses should not be hung on a wire hanger. If it is necessary to hang them, only use a padded hanger. Give the dress shape by gently puffing out with pieces of crushed acid-free tissue.

Never let the display labels touch textiles.

Use a piece of white cotton, polyester or acid-free paper beneath the quilt or textile if displaying on furniture or a bed.

If it is necessary to hang a quilt or coverlet for display, use a fabric sleeve sewn on one side of the artifact through which the hanging rod can be placed.

Try to rotate your textile collection, especially clothing.

Flat textiles, such as pillow cases, doilies, handkerchiefs, should be stored flat or rolled on Saran Wrap covered cardboard rolls. Do not cover rolls with plastic, only use clean washed cotton or unbleached muslin to cover. Clothing should be stored in acid-free boxes with acid-free tissue. Support each folded area with accordion folded acid-free tissue. Do not let the fabric touch itself. Put acid-free tissue between each layer.

Never store fabrics in plastic. They need to breathe.

CARE AND HANDLING: FURNITURE AND WOOD

HANDLING :

Use white cotton gloves when handling. Check the artifact for stability before moving. Make sure the drawers are closed or removed and the doors are securely closed. (If you remove the drawers, remove the top one first and replace it last so the artifact will not be top heavy and fall over). Remove any loose pieces before moving. To move, lift by the base, the chair seat, or the table base – NEVER by the top or attached pieces. Lift straight, do not tilt. Do not drag or push the artifact.

CLEANING : NEVER PAINT or refinish wood. To do so would be to destroy the history and therefore the value of the artifact.

Regularly dust with a soft, lint-free cloth. If the piece is inlaid or carved, dust with a soft brush. Do not use polishes or waxes – No “Pledge” and no oils. If you feel a piece needs a little cleaning and protection, use a little “Renaissance Wax” and buff well.

If a piece of raw, old wood needs to be stabilized, use “Liquitex” brand clear acrylic matte finish medium from an art supply store. Thin it 8 parts water to 1 part Liquitex. Brush on two coats, drying between. This will stabilize without looking like it has been treated.

PRESERVATION : If a trim piece or finial has been broken off, you may re-attach it with a small amount of Elmer’s glue (it is reversible).

DISPLAY AND STORAGE : Keep furniture away from direct sunlight, bright light, and sources of heat or cold (heater or air conditioner outlets). Constant, even temperature is important. Especially try to avoid daily or seasonal temperature swings.

CARE AND HANDLING: LEATHER OR SKINS

HANDLING :

If the artifact is stable, you should wear white gloves when handling, but if it is brittle at all, wear latex surgical gloves. Handle with great care. Leather and skins become extremely brittle in our dry climate. Give entire artifact support as you move it.

Beware of stuffed birds or animals. Early taxidermy was done using arsenic. Do not handle. Do not touch or try to clean.

CLEANING : Try to never use water on leather items. Only if an artifact is grimy, use a cotton swab dampened with a very little distilled water. Do not get the leather wet. Water can cause severe permanent damage. To clean, vacuum gently through your conservation vacuum screen or dust gently with a soft brush.

Keep on the look-out for insects or mold. If you find any, put artifact immediately in a plastic bag “quarantine.”

Do not use saddle soap. If the leather is dark in color, you may clean and dress with “Lexol.” If the leather is light in color, you may use a water soluble leather balm such as “Meltonian” from Tandy Leather, thinned with water. Do not use anything on suede or rough leather. Never do more than vacuuming to Native American moccasins and gloves.

DISPLAY AND STORAGE : Leather and skins are extremely sensitive to light and heat. Keep in cool and dark setting away from heater vents.

Leather tanning makes these artifacts very acidic, so keep them away from other artifacts.

Leather objects will sag over time, so make sure they are evenly well supported.

Keep leather artifacts flat if possible.

CARE AND HANDLING: METALS

HANDLING :

Always use clean, white cotton gloves. Remove jewelry before handling. Use two hands to lift securely underneath. Never grab by handles. Move in a tray or basket with padding. Never store in “Saran Wrap.”

CLEANING : Leave the patina. It is not necessary to have a bright shine. Use very soft fabrics to clean: flannel or cotton. Never used treated paper or cloth (Endust, for example) to dust.

Never use a dipping solution to clean any metal.

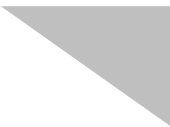
For brass and copper, you may use “Renaissance Wax.” Never use “Brasso,” “Noxon,” or anything with a high ammonia content. Buff with a soft cloth.

For silver, use “Tarni-shield” from 3M or “Haggerty Silver Paste.” Buff with a soft cloth.

For pewter, do not clean or polish.

Sword blades may be cleaned with “Renaissance Wax.” Buff well with a soft, lint-free cloth.

DISPLAY AND STORAGE : Do not use metal supports. Use plastic-covered pins, nylon fishing line or heavy nylon thread to support. Do not use Plasticene or florist’s clay to attach to glass shelves. Keep all metal away from leather, rubber, wool fabric. Never wrap in plastic or newspaper.



GUNS: Handle with extreme care, wearing clean cotton gloves. Remember they are dangerous weapons and should never be pointed at anyone. Do not touch the trigger. Clean outside of gun only – do not disassemble. If the seal is broken, the value of the gun drops to half. Do not remove bluing or patina.

CARE AND HANDLING: GLASS AND CERAMICS

HANDLING :

Do not use white gloves, as they can reduce the stability of your hold on an item. Either handle with clean, dry hands or latex surgical gloves. Use latex gloves if the piece has metal, gilded areas or is lusterware. Remove all of your jewelry, wear tight fitting sleeves.

Do not stack.

Prepare a clean, safe resting spot for the object before starting to move it.

Use two hands. Do not pick up by handles or spouts.

Move only on a tray or basket with padding between pieces. Remove separate parts (lids, etc.).

CLEANING : Never soak in water. If glazed china or glass is stable, wash one at a time by hand, in lukewarm water with a gentle soap and dry thoroughly immediately. If unstable (with cracks or chips), wipe gently with a moist cloth and dry immediately.

Never try to remove stains with household cleaners or bleach; leave them as they are.

Never get **earthenware** wet. Wipe gently with a moist cloth and dry thoroughly immediately.

PRESERVATION : If a piece breaks, do not sweep it up. Pick up each piece and place it separately in a padded tray or shallow box. Carefully glue back together with Elmer's glue (it is reversible).

DISPLAY AND STORAGE : Do not use metal hangers or plate hangers. Do not display anything inside the artifact. Never use plasticene or florist's clay to attach artifacts to glass shelves. Use nylon fishing line for stabilizing.

CONTACT INFORMATION

Satellite Museum Coordinator:

Kay Ann Saxton

Phone: 307-789-3827

Email: lrsaxton@allwest.net

Pioneer Memorial Museum, Artifacts Office:

Phone: 801-532-6479 x211

Email: pioneermemorialmuseum@gmail.com

Preservation Supplies:

Gaylord Brothers: 1-800-962-9580 or www.gaylord.com

Archival Products: 1-866-658-1083 or www.archival.com

Light Impressions: www.lightimpressionsdirect.com

Conservation Resources: 1-800-634-6932 or www.conservationresources.com

**THE DAUGHTERS OF UTAH PIONEERS
PIONEER MEMORIAL MUSEUM**

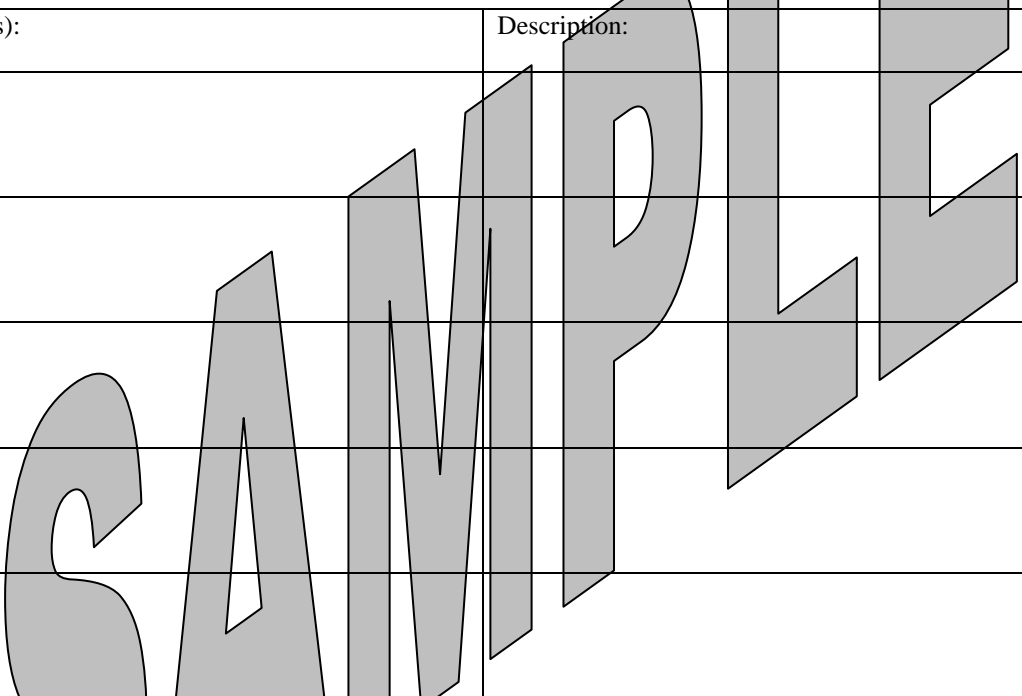
300 North Main
Salt Lake City, Utah 84103

DEED OF GIFT

I, _____ certify that I have legal ownership of the property described below and do hereby give and donate to the Daughters of Utah Pioneers said property described below as an unrestricted gift.

I understand that it is the purpose of the Daughters of Utah Pioneers to promote by all appropriate means a knowledge of and appreciate for the achievements of the Utah pioneers and to promote the recording of their history.

I further understand that the management, conservation, use, display or disposition of my donation shall be in accordance with the judgment of the Executive Board of the Daughters of Utah Pioneers. I understand that this property so described can never be returned.

Object (s):	Description:
	

DATE

NAME OF DONOR (PRINTED)

SIGNATURE OF DONOR

ADDRESS

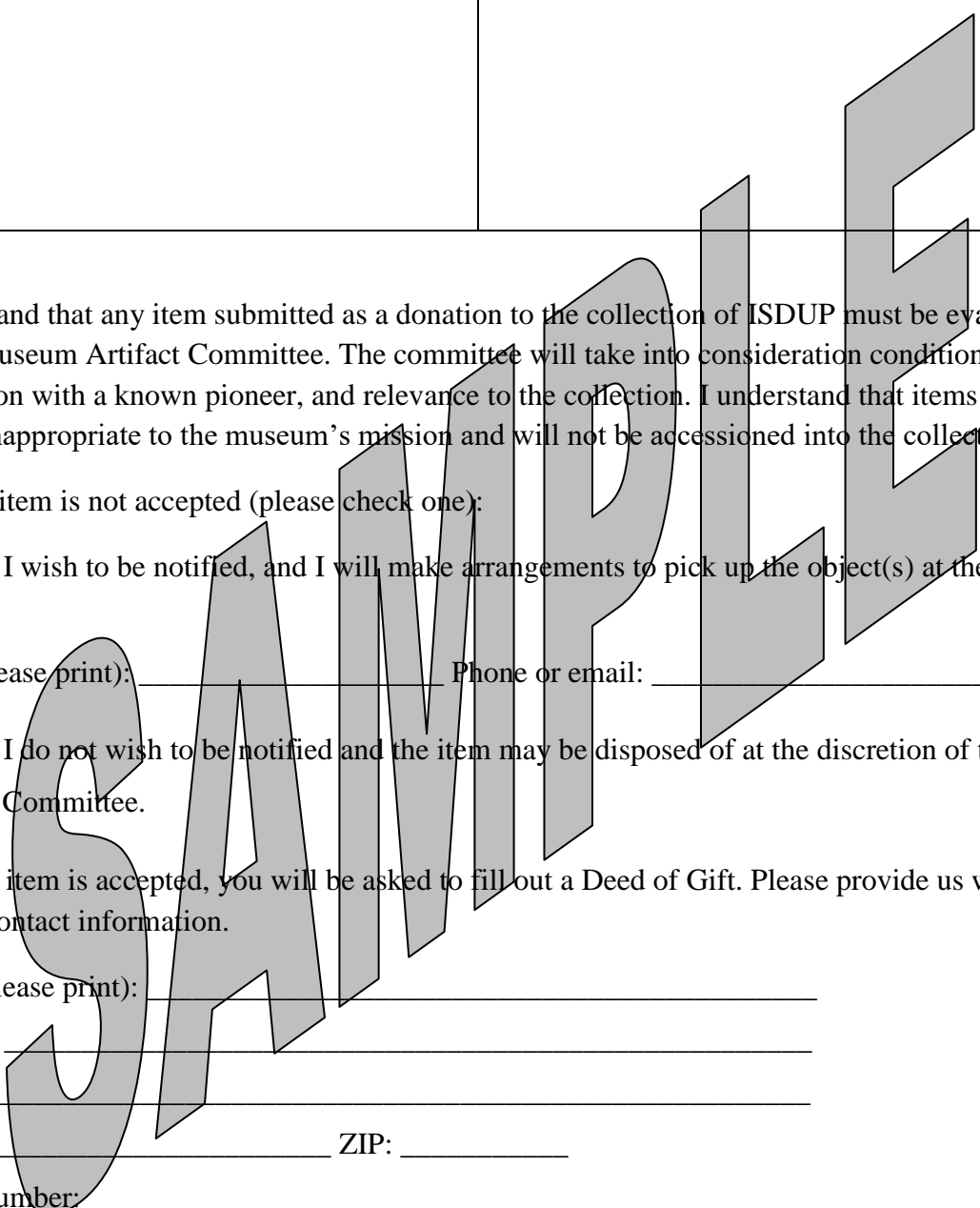
CITY, STATE

ZIP CODE

The Daughters of Utah Pioneers is chartered as a non-profit educational institution. The value of gifts is deductible for tax purposes within the limits of the law. We do not appraise the value of such gifts.

Form to Have Artifacts Considered for Donation

1. I would like to have the following item(s) considered for acceptance as a donation to the Pioneer Memorial Museum:

<u>Object</u>	<u>Pioneer Owner/Association</u>
	

I understand that any item submitted as a donation to the collection of ISDUP must be evaluated by the Museum Artifact Committee. The committee will take into consideration condition, association with a known pioneer, and relevance to the collection. I understand that items may be judged inappropriate to the museum's mission and will not be accessioned into the collection.

2. If an item is not accepted (please check one):

I wish to be notified, and I will make arrangements to pick up the object(s) at the museum.

Name (please print): _____ Phone or email: _____

I do not wish to be notified and the item may be disposed of at the discretion of the Artifacts Committee.

3. If an item is accepted, you will be asked to fill out a Deed of Gift. Please provide us with current contact information.

Name (please print): _____

Address: _____

City: _____

State: _____ ZIP: _____

Phone Number: _____

Email: _____

Signature: _____ Date: _____

Accession # _____ Accession Date: _____ Cataloging Date: _____ Location: _____
Accessioned by: _____ Cataloger: _____

Description

Object: _____
Category: _____
Classification: _____
Dimensions: _____ Height _____ Width/Diameter _____ Length/Depth _____

Materials: _____
Color: _____
Trademark/Patent Date: _____
Donor & Address: _____ History/Owner/Maker: _____

Conservation/Date: _____ Condition: _____ Stable _____ Unstable _____
ACCESSION _____
CLASSIFICATION _____
LOCATION _____
ACCESSION DATE _____
CIRCA _____
DONOR _____
MAKER _____
PIONEER _____