

COLLECTION STEWARDSHIP



Colorado Springs Day Nursery



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Collections Care

Please note that this is a general guideline and not specific to any particular museum. Additionally, the Smithsonian is often considered the industry standard in the field of collections care. Should questions arise, www.si.edu is a proper resource for collections management.

It is in accordance with best museum practices that every object in the collection be handled with gloves, transported on carts (not moved at all or as little as possible), and stored in controlled environments using acid-free archival materials.

Collections Care Plan for Photos, Books, Silver, Blueprints, and Paper

Introduction:

The collections care plan outlines the procedures, materials, and equipment required to ensure the long-term preservation of the museum's collections of photos, books, silver, blueprints, and paper. The Smithsonian's Preservation and Collections Care division provides the industry standard for best practices and guidelines for collections care.

Photos:

Photos require a specific environment to prevent damage from light, temperature, humidity, and dust. The following guidelines should be followed:

- Store photos in a cool, dry, and dark environment with a temperature range of 18-22°C and relative humidity between 30-50%.
- Use archival-quality storage materials such as acid-free paper, polyethylene sleeves, and folders.
- Handle photos with clean, dry hands or use gloves to prevent oils and dirt from transferring onto the prints.
- Avoid exposing photos to direct sunlight or fluorescent light as this can cause fading.
- Avoid using adhesives, staples, or paper clips to attach labels or mount photos.

Books:

Books are susceptible to damage from light, temperature, humidity, and pests. The following guidelines should be followed:

- Store books in a cool, dry, and dark environment with a temperature range of 18-22°C and relative humidity between 30-50%.
- Use bookshelves made of stable materials such as metal or wood to prevent warping.
- Store upright or flat so the pressure is off the spine and pages.

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Books:

- Support books with bookends or cradles to prevent damage from leaning.
- Handle books with clean, dry hands or use gloves to prevent oils and dirt from transferring onto the pages.
- Avoid exposing books to direct sunlight or fluorescent light as this can cause fading.
- Use book covers made of acid-free paper or polyester film to protect against dust and pests.

Silver:

Silver objects are susceptible to tarnishing and damage from handling. The following guidelines should be followed:

- Store silver objects in a cool, dry, and dark environment with a temperature range of 18-22°C and relative humidity between 30-50%.
- Use acid-free tissue paper or cotton gloves to handle silver objects to prevent fingerprints and oils from damaging the surface.
- Store silver objects separately to prevent scratching and damage.
- Use tarnish-resistant materials such as Pacific Silvercloth or Silver-Guard to line storage containers.
- Regularly clean silver objects with a soft cloth or brush and use a silver polish only when necessary.

Blueprints:

Blueprints are susceptible to damage from light, temperature, humidity, and handling. The following guidelines should be followed:

- Store blueprints in a cool, dry, and dark environment with a temperature range of 18-22°C and relative humidity between 30-50%.
- Use acid-free folders or tubes to store blueprints flat or rolled.
- Handle blueprints with clean, dry hands or use gloves to prevent oils and dirt from transferring onto the paper.
- Avoid exposing blueprints to direct sunlight or fluorescent light as this can cause fading.
- Use a soft brush to remove dust from blueprints.

Paper:

Paper is susceptible to damage from light, temperature, humidity, and pests. The following guidelines should be followed:

- Store paper in a cool, dry, and dark environment with a temperature range of 18-22°C and relative humidity between 30-50%.
- Use acid-free folders or boxes to store paper flat or rolled.
- Handle paper with clean, dry hands or use gloves to prevent oils and dirt from transferring onto paper.

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Archival material sources:

Gaylord Archival:

- <https://www.gaylord.com/?site=gaylord>
- Preservation Supplies and Cases

SignShop Ltd

- Hard Museum Panels
- 719-574-3511
3505 E Platte Ave,
Colorado Springs, CO 80909

Next Steps

Preserving old photographs and photo albums is an important task for historical institutions that have a collection of historical images.

Digitize the collection: Digitizing the collection is the best way to ensure that the images are preserved for future generations. Historical institutions can scan their photographs and create high-quality digital copies of the images. These digital copies can be stored on multiple devices, including the cloud, to ensure that they are always available and secure.

Store the originals in a controlled environment: Once the photographs are digitized, it is important to store the originals in a controlled environment that is cool, dry, and dark. The environment should have a temperature range of 18-22°C and relative humidity between 30-50%. Historical institutions can invest in archival-quality storage materials such as acid-free paper, polyethylene sleeves, and folders to store the originals.

Create an online inventory: Creating metadata for each image will help in cataloging and organizing the collection. Historical institutions can add information such as date, location, people, and events to each image. This will make it easier to search and retrieve images when needed, and allow historians worldwide access to your collection.

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Next Steps

Develop a disaster recovery plan: Historical institutions should develop a disaster recovery plan to protect the collection in the event of a natural disaster, theft, or other unforeseen circumstances. The plan should include steps for evacuation, protection, and recovery of the collection.

Consider consulting with a professional conservator: Finally, historical institutions should consider consulting with a professional conservator who specializes in the preservation of photographs and photo albums. A conservator can provide guidance on the best methods for preservation and offer advice on the specific needs of the collection.

Exhibit Inventory

Case One:

- Glass light cone cover
- Rabbit design doorknob
- Pieces of original Vermont slate roof tiles
 - Label- Original glass light sconce, Original whimsical doorknob with rabbit design, Pieces of original Vermont slate roof tiles
- Medical equipment
 - Label- Medical equipment once used during basic exams and operations, such as Tonsillectomies and Appendectomies, on the second floor of the Day Nursery
- First History of Children enrollment records
 - Label- First History of Children book with enrollment records dating back to August 1, 1914
- Fund raising book
 - Label- Early fundraising book from the Day Nursery with pictures of the playroom murals painted by Allen Tupper True
 - Reproductions of the architectural blueprints for the Day Nursery building
- Trowel and Photo
 - Label- Trowel used by Alice Bemis Taylor to lay the official cornerstone on December 20, 1922
 - Photo of Mrs. Taylor laying the cornerstone to start construction on the Day Nursery

Scale

- Label-Scale once used to monitor children's weight in the old medical ward. Children from working families who came to the Day Nursery when it first opened in 1923 were often malnourished

Case Two:

- Wooden Taylor Family Crest
 - Label- Wooden plaque caved with the Taylor family crest which depicts: an armored gauntlet grasping a javelin, boar heads, running greyhounds, spears, and the motto "He accomplishes what he undertakes" in French
- Engraved silver Platter and Photo
 - Label- Engraved silver platter, awarded to Alice Bemis Taylor by the City Council of Colorado Springs in 1935
 - Photo of Alice Bemis Taylor receiving an award for her contributions to the community
- Northwestern Miller article
 - Label- Reproduction of a Northwestern Miller article and panoramic photo highlighting the bag manufacturing plants owned by Judson Bemis and his brother, Stephen Bemis

Exhibit Inventory

Case Two Continued:

- Copper Etching Plates
 - Label-Box of copper etching plates printed with scenes from the Colorado Springs Day Nursery

Furniture:

- Custom child-sized furniture, two chairs and a table, like those still used in the library and dining hall

Alice Bemis Taylor Case:

- Alice Doree Taylor
 - Label- Photo of Alice Bemis Taylor with daughter, Alice Doree Taylor
 - Oil pastel of Alice Doree Taylor at 5 years old; made by miniaturist in Louisville, KY, as a gift for Alice Bemis Taylor from Mary Laffiatt
- Photos of Alice Bemis Taylor and Frederick M.P. Taylor
 - Label- Photos of Alice Bemis Taylor and her husband, Frederick M.P. Taylor
 - Photo of Alice Bemis Taylor standing in front of the Day Nursery
- Marriage Certificate
 - Label- Official marriage certificate from Alice Bemis and Fredrick M.P. Taylor in Colorado Springs on April 21, 1903, with envelope
 - Photos of Alice Bemis Tylor's husband Fredrick M.P. Taylor
- Silver
 - Silver utensils owned by the Taylor family (left to right): sterling bowl. Tiffany & Co. server, sugar container, snuff spoons and box (with Judson Moss Bemis' initials). two candle holders (with Alice Bemis' initials). a bell (initials A.B.). and a small gravy boat (initials A.B.)
- Reference Diary Taos Artwork Book
 - Reference diary used by Alice Bemis Taylor to manage her events and contacts
 - Book about the artwork of Taos and Santa Fe, which Alice Bemis Taylor collected and donated to the Colorado Springs Fine Arts Center
- Headstone photo and Bible
 - Label- Photo of Alice Bemis Taylor's headstone at Evergreen Cemetery in Colorado Springs; she dies on June 23, 1942, and was buried next to her husband
 - Alice Bemis Taylor's personal bible
- Photo pf Taylor family home and Santos church brochure
 - Original photos of the Taylor family home in Colorado Springs, La Foret (now a conference and retreat center), and Santos altar
 - Brochure about the Santos Church composed by Alice Bemis Taylor