

Michigan Street African American Heritage Corridor  
Anchor Site: Historic Colored Musicians Club and Jazz Museum  
Site-specific Sampling Inventory, Assessment and Recommendations  
June 28, 2024



## Executive Summary

Primarily located in the east side of Buffalo, the Michigan Street African American Heritage Corridor is a historic neighborhood that serves as the focal point for learning about Buffalo's rich African American history and culture. The Heritage area encompasses locations across Buffalo, with a concentrated portion along Michigan Avenue. The Michigan Street African American Heritage Corridor (MSAAHC) includes the following Black heritage institutions: the **Michigan Street African American Heritage Corridor Commission** (Corridor) and four Anchor Sites: the **Michigan Street Baptist Church** (owned by the Buffalo Niagara Freedom Station Coalition), **The Nash House Museum** (owned by the Michigan Street Preservation Corporation), the **Historic Colored Musicians Club and Jazz Museum**, and **WUFO Black Radio History Collective**.

This project evaluated, recorded, and researched the collections, stories, and experiences embodied in the Heritage Corridor and its four Anchor Sites, in order to create a plan to properly care for and interpret existing collections and expand access to content Corridor-wide. The project builds the capacity for these five Buffalo, New York African American institutions to develop and expand public programs and exhibitions. The outcome of this project is documented in the following three reports:

### **MSAAHC: Thematic Development Report**

The Proun Team began the project by meeting with the Michigan Street African American Heritage Corridor Commission and Anchor Site members. The meeting participants reviewed and discussed project goals, existing and desired audience groups, school group programs, and school curriculums. Additionally, a brainstorming session was held to identify key stories, themes, and aspirations for the four Anchor Sites. Three additional sessions with the Commission and Anchor Site members were held to allow for feedback during the development of the Report. The outcome of these discussions is the Thematic Development Report which identifies three interpretive themes relevant to each Anchor Site's stories as well as to the Corridor:

- **Black Agency** speaks to the free will, collective and individual power, and independent ownership of the land and structures along the Corridor.
- **Black Mobility** represents the movement of African Americans to, from, and within the Corridor.
- **Black Messaging** acknowledges the dissemination of ideas, thoughts, and ways of being of the Corridor's inhabitants.

These themes are to be used as a meta-organizing approach in the development and interpretation of the Corridor-wide experience. The Thematic Development Report also details stories unique to each site that fit within the interpretive themes. These stories are not all encompassing but serve as a solid foundation that allows the Corridor and Sites to develop interpretive information for its programs and exhibits, now and into the future.

### **MSAAHC: Anchor-Specific Inventory Sampling & Assessment Reports**

An object sampling inventory was conducted for each Anchor Site's collection. A sampling inventory details artifacts by type, condition, and location within the institution. Each Anchor Site's Sampling Inventory & Assessment Report is based on their unique collection and provides best practices information for:

- Object display techniques
- Conditions assessment considerations
- Methods for implementing proper storage, handling, climate control, and appropriate materials and supplies to prevent deterioration.

The intent of the report is to aid each Anchor Site in making informed decisions about their entire inventory based on the characteristics and conditions of the sampled items.

### **MSAAHC: Collections Management Manual**

The Collection Management Manual details best practices for the development and management of an institution's collection, including documentation, conservation and care, accessioning and deaccessioning, related staff training, and resources for successful implementation and ongoing preservation. Each institution should prepare a unique collection policy for their site informed by their institution's vision, mission and goals. The development of the policy should include key members of the institution's board and staff. The intent of this Collection Management Manual is to serve as a long-term resource for institutions in the on-going care and preservation of their collections.

To conclude, this scope of work builds on prior development by the Corridor and the four Anchor Sites, including the MSAAHC Strategic Plan, Anchor sites' collections lists and databases, and the Michigan Street Historic Structure Report, among other research and planning documents and resources. The intent of this project's reports is to provide the Corridor and Anchor Sites with resources that can be implemented overtime to both manage and maintain collections, and provide site-specific stories related to the Corridor-wide interpretive themes.

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## Historic Colored Musicians Club and Jazz Museum Collection Sampling Inventory and Assessment

### Site-specific Sampling Inventory, Assessment and Recommendations

An object sampling inventory was conducted in November 2023 of this site's objects. The sampling inventory details artifacts by type, condition, and location within the institution. The Sampling Inventory & Assessment addresses the RFP task of providing information on best practices for:

- object display techniques
- conditions assessment considerations
- methods for implementing proper storage, handling, climate control, and appropriate materials and supplies to prevent deterioration.

The intent of the report is to aid the anchor site in making informed decisions about the entire inventory based on the characteristics and conditions of the sampled items.

### Collection Sampling Inventory and Assessment by Area within Anchor Site

<b>Historic Colored Musicians Club &amp; Jazz Museum Sampling Inventory</b>		
<b>Location: Basement</b>		
<b>Object Type</b>	<b>Examples</b>	<b>Condition Issues (if noted)</b>
Glass	Etched glasses	Needs to be individually wrapped and re-boxed to prevent breakage
Textile	Marching band uniform, shirt, pants, hat	Need to place in clothing bags to preserve and prevent mold
Ephemera	Tickets File folders with paper Accounting ledgers Architectural plans Sheets of music Photographs, signed	In plastic bags, need to be moved to archival storage bags Open plastic bins. There is dirt and mold on the surface of the paper  In open plastic bins
Instrument	Tuba, Trumpet, Guitar Drum set, Saxophone Clarinet, Keyboard Mandolin	Mold on instrument  Mold inside of instrument case In plastic bag
Electronics	Sound mixer, Microphone Speakers, Sound cables Vintage tube radio	
Miscellaneous	Film 33 LP records 45 records 78 records Metal music stands	Stored in open plastic totes Stacked in a cardboard box Stack on metal shelves
<b>Storage location concerns:</b> The building is currently under renovation. Most of the remaining items are in the basement where there is no climate control. There are a number of objects with mold issues.		

## Examples of Select Object Type with Condition Conservation Considerations



*Trumpet and case with mold*

**Corrosion and Oxidation:** Metal components of musical instruments, including strings, keys, valves, and hardware, may experience corrosion or oxidation due to exposure to moisture, sweat, or environmental pollutants. Corrosion can affect the instrument's playability, tuning stability, and appearance.



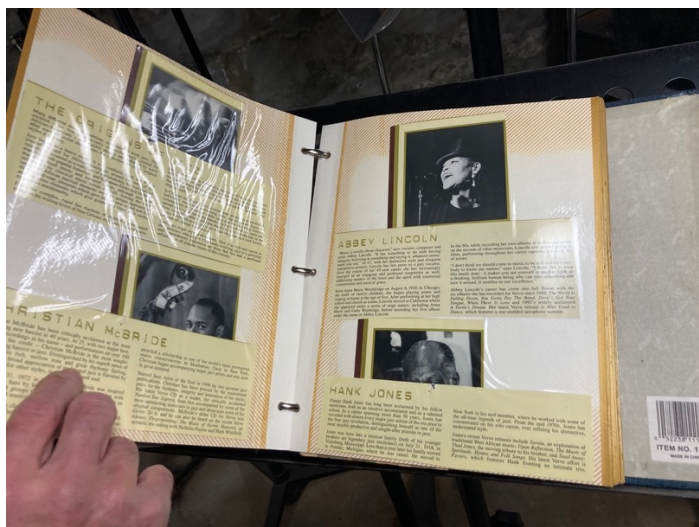
*78 Records and albums with mold damage.*

**Mold and Mildew:** High humidity and poor ventilation can contribute to the growth of mold and mildew on paper. These biological agents can cause discoloration, weakening of fibers, and an unpleasant musty odor.



*Glassware should be re-boxed to prevent breakage*

**Wrap Individually:** Wrap each glass object individually in acid-free tissue paper. This provides a protective layer and helps prevent scratches and abrasions during storage. Avoid using newspaper or colored tissue paper, as the ink or dyes may transfer to the glass.



*Album should be acid free.*

**Adhesive Residue:** Adhesive residue from tape, glue, or stickers applied to ephemera items can cause staining, discoloration, and damage to the paper. Adhesive residue can be difficult to remove and may require specialized treatment by a professional conservator.

## **Historic Colored Musicians Club & Jazz Museum: Display, Conditions, Storage Guidelines**

### **Object Type: Vinyl**

#### Vinyl: Display Considerations

##### **Record Frames:**

Use specially designed record frames that allow you to display the album cover and vinyl record together.

##### **Record Stands and Racks:**

Invest in record stands or racks that can be placed in storage areas. These come in various styles, from minimalist designs to more elaborate options.

##### **Shadow Boxes:**

Use shadow boxes to create a three-dimensional display for public display.

#### Vinyl: Condition Considerations

##### **Scratches:**

Scratches on the surface of a vinyl record can cause audible pops and clicks. Deep scratches may result in skips, where the stylus jumps across the grooves.

##### **Warping:**

Vinyl records can warp due to exposure to heat, sunlight, or improper storage. Warped records may cause tracking issues and affect sound quality.

##### **Dirt and Dust:**

Dust and dirt on the surface of a record can cause pops and crackles during playback. Regular cleaning is essential to maintain optimal sound quality.

##### **Static Electricity:**

Vinyl records can accumulate static electricity, attracting dust particles. Anti-static brushes and cleaning solutions can help minimize this issue.

##### **Mold and Mildew:**

Improper storage in damp conditions can lead to the growth of mold and mildew on records, causing permanent damage.

##### **Groove Wear:**

Over time, playing a record repeatedly with a worn or damaged stylus can lead to wear on the grooves, resulting in a loss of detail and fidelity.

##### **Inner Sleeve Damage:**

Poor-quality inner sleeves or rough handling during storage and retrieval can cause scratches and scuffs on the record surface.

##### **Center Hole Damage:**

A damaged or widened center hole can affect the record's stability on the turntable, causing wobbling and playback issues.



**Storage Conditions:**

Exposure to extreme temperatures, humidity, and direct sunlight can damage vinyl records. Proper storage in a cool, dry place away from direct sunlight is crucial.

## Vinyl: Storage and Materials Guidance

**Cabinet Displays:**

Use cabinets with glass doors to display your vinyl records while protecting them from dust.

**Sleeves:**

*Outer Sleeves:* Protect the album covers with clear, polyethylene outer sleeves. These sleeves shield the covers from dust, moisture, and handling while keeping them visible.

*Inner Sleeves:* Choose anti-static, acid-free, and polyethylene or polypropylene inner sleeves for the vinyl records. These materials help prevent static buildup, are non-reactive, and provide a barrier against dust and scratches.

**Storage Boxes:**

*Record Storage Boxes:* Invest in acid-free cardboard or polypropylene record storage boxes. These boxes should be sturdy and properly sized to hold your vinyl records without causing warping or excessive pressure on the edges.

**Dividers:**

*Record Dividers:* Use acid-free record dividers to organize and separate your vinyl records within storage boxes. This helps prevent leaning and potential damage caused by friction between records.

**Storage Environment:**

*Cool & Dry Environment:* Store vinyl records in a cool, dry place away from direct sunlight and extreme temperatures. Excessive heat and humidity can lead to warping and mold growth.

*Avoid Basements & Attics:* Basements and attics can be prone to temperature fluctuations and high humidity, making them less than ideal for vinyl storage.

**Cleaning Materials:**

*Record Cleaning Solution:* Use a gentle record cleaning solution along with a soft brush or microfiber cloth to clean vinyl records. Avoid using harsh chemicals or abrasive materials that can damage the vinyl surface.

**Handling Tools:**

*Cotton Gloves:* When handling vinyl records, especially when taking them out of their sleeves, consider wearing cotton gloves to minimize the transfer of oils and dirt from your hands to the records.

**Record Mats and Pads:**

*Anti-Static Mats:* Place anti-static mats under the turntable to reduce static electricity buildup during playback.

*Cork or Felt Pads:* Use cork or felt pads under the record storage boxes to prevent direct contact with surfaces and provide some insulation.

**Display Materials:**

If you're displaying vinyl records, consider using materials such as acrylic or glass for frames, shelves, or cabinets. Ensure these materials are clean and free from any abrasive particles.

Periodically inspect your vinyl records and their storage materials for any signs of damage, mold, or warping. Early detection allows you to address issues promptly. Storing vinyl records properly is essential for preserving their condition and ensuring optimal sound quality. Here are some best practices for storing records:

**Vertical Storage:**

Store records vertically, as you would books on a shelf. This helps prevent warping and keeps the records in their proper shape. Avoid stacking records horizontally for an extended period, as the weight can lead to warping.

**Use Proper Storage Boxes:**

Invest in high-quality record storage boxes made from acid-free cardboard or polypropylene. Make sure the boxes are sturdy and provide enough support to prevent records from leaning or warping.

**Record Dividers:**

Use record dividers within storage boxes to keep records upright and prevent leaning. Dividers also make it easier to locate specific albums and reduce friction between records.

**Avoid Overpacking:**

Do not overpack storage boxes. Leave some space to allow for proper air circulation and to prevent excessive pressure on the records, which can lead to warping.

**Store in a Cool, Dry Place:**

Choose a storage location that is cool, dry, and away from direct sunlight. Avoid areas prone to temperature fluctuations and high humidity, such as basements and attics, as these conditions can damage records.

**Maintain Consistent Temperature and Humidity:**

Aim for a stable environment with moderate temperature and humidity levels. Extremes in either can lead to warping, mold growth, and degradation of the vinyl material.

**Use Outer Sleeves:**

Protect album covers from dust, dirt, and handling by using clear, polyethylene outer sleeves. These sleeves should fit snugly and cover the entire album cover.

**Choose Inner Sleeves Wisely:**

Select anti-static, acid-free inner sleeves made of polyethylene or polypropylene to prevent scratches and static buildup. Paper sleeves can cause scratches and may not provide sufficient protection.

**Handle with Care:**

When handling records, use clean hands or wear cotton gloves to avoid transferring oils and dirt to the vinyl surface. Hold records by the edges and center labels rather than touching the grooves.

**Regular Inspection and Cleaning:**

Periodically inspect your records for any signs of damage, mold, or warping. Clean records using a gentle record cleaning solution and a soft brush or microfiber cloth when needed.

**Elevate Storage Boxes:**

If possible, elevate storage boxes off the floor using shelves or risers. This adds an extra layer of protection against potential water damage.

## **Historic Colored Musicians Club & Jazz Museum: Display, Conditions, Storage Guidelines**

### **Object Type: Glass**

#### **Glass: Display Considerations**

##### **Glass Cabinets or Display Cases:**

Use glass-fronted cabinets or display cases to protect old glass items from dust, dirt, and handling. The transparent panels allow for easy viewing while providing a controlled environment.

##### **Glass Shelves:**

Install glass shelves on the wall to create an elegant and transparent display for old glass items. Glass shelves allow light to pass through, enhancing the visibility of the items.

##### **Display Stands:**

Utilize individual display stands to highlight specific glass pieces. These stands come in various styles and materials, such as acrylic or wood, and can be chosen to complement the aesthetics of the glass items.

##### **Group by Color or Type:**

Arrange old glass items by color or type to create visually cohesive displays. Grouping similar items together enhances the overall aesthetic impact.

##### **Lighting:**

Install ambient or accent LED lighting to illuminate the glass display. Proper lighting can enhance the colors and details of old glass items, making them more visually striking.

##### **Rotate Displays:**

Rotate your glass displays periodically to prevent prolonged exposure to sunlight or artificial light. This helps reduce the risk of fading and damage over time.

##### **Mirrored Backdrop:**

Install a mirrored backdrop behind glass displays. Mirrors can create the illusion of depth, reflect light.

##### **Use Risers:**

Elevate certain glass items using display risers or stands. Varying heights add visual interest and allow each item to be seen clearly.

##### **Glass Vitrines:**

Consider using glass vitrines or cloches for smaller, delicate glass items. These enclosed displays provide protection while allowing for a close-up view.

##### **Minimalist Displays:**

Embrace minimalist displays with a few carefully selected and well-spaced glass items.

## Glass: Condition Considerations

### **Cracks and Breaks:**

Glass objects are vulnerable to cracks and breaks, often resulting from physical impact, mishandling, or structural weaknesses. These issues can compromise the integrity and functionality of the glass.

### **Chips and Flakes:**

Chips and flakes can occur along the edges or surfaces of glass objects, especially if they have delicate rims or decorations. Such damage can affect both the aesthetics and safety of the item.

### **Surface Scratches:**

Glass surfaces may develop scratches over time, often caused by abrasive cleaning methods or contact with other hard materials. Fine scratches can affect the clarity and transparency of the glass.

### **Glass Sickness:**

"Glass sickness" refers to a condition where the glass surface becomes cloudy or hazy due to chemical reactions within the glass itself. This can result from the migration of alkali components to the surface.

### **Crazing:**

Crazing occurs when small cracks or fractures appear on the surface of the glass, forming a network of fine lines. It can be caused by thermal stress, chemical reactions, or aging. Crazing can impact both the appearance and structural stability of the glass.

### **Mineral Deposits:**

Mineral deposits may accumulate on the surface of old glass objects, particularly if they have been in contact with hard water. These deposits can create a cloudy or opaque appearance and may be challenging to remove.

### **Glass Disease:**

"Glass disease" refers to the deterioration of glass caused by the leaching of components from the glass matrix. This process can result in the formation of a powdery or crystalline substance on the surface.

### **Weathering and Erosion:**

Outdoor glass objects, such as architectural glass or glass sculptures, can experience weathering and erosion over time due to exposure to the elements. This may include pitting, surface roughening, and loss of clarity.

### **Inherent Vice:**

Some old glass objects may have inherent vice, meaning they possess intrinsic characteristics that make them susceptible to damage or deterioration. For example, glass with a high lead content may be prone to clouding over time.

### **Loss of Decorative Elements:**

Decorative elements, such as painted or applied decorations, may deteriorate or be lost due to wear, cleaning, or exposure to environmental factors. This can affect the aesthetic and historical value of the glass.

**Staining and Discoloration:**

Stains or discoloration can develop on the glass surface due to exposure to pollutants, smoke, or other environmental contaminants. Stains may alter the original color and appearance of the glass.

**Metallic Corrosion:**

Glass objects with metal components, such as gilded details or metal mounts, may experience corrosion. Corrosion can result in the deterioration of the metal and may cause stains or damage to the adjacent glass.

## Glass: Storage and Materials Guidance

**Clean Before Storage:**

Thoroughly clean the glass objects before storing them. Use a mild, non-abrasive glass cleaner and a soft cloth to remove dust, fingerprints, and any other residues. Ensure that the glass is completely dry before storage.

**Wrap Individually:**

Wrap each glass object individually in acid-free tissue paper. This provides a protective layer and helps prevent scratches and abrasions during storage. Avoid using newspaper or colored tissue paper, as the ink or dyes may transfer to the glass.

**Use Bubble Wrap or Foam Padding:**

For more delicate or fragile glass items, wrap them in bubble wrap or pad them with foam. This extra layer of cushioning provides protection against impact and minimizes the risk of breakage.

**Avoid Nesting:**

Refrain from nesting glass items directly inside each other, especially if they have painted or decorated surfaces. Place a layer of tissue paper or foam between nested items to prevent contact and potential damage.

**Choose Appropriate Boxes:**

Select sturdy and appropriately sized boxes for storing glass objects. Line the boxes with acid-free tissue paper or bubble wrap, and ensure that there is sufficient padding between items to prevent movement during storage.

**Label Boxes Clearly:**

Clearly label each storage box with the contents and any special handling instructions. This makes it easier to locate specific items without having to unwrap everything.

**Avoid Overcrowding:**

Do not overcrowd storage boxes, as this increases the risk of breakage and makes it challenging to access individual items. Allow for ample space between items to ensure safe storage.

**Use Dividers or Inserts:**

If storing multiple glass items in one box, use dividers or inserts to create compartments for each piece. This helps prevent items from coming into contact and reduces the risk of breakage.

**Store Upright if Possible:**

If the glass items are tall and sturdy, consider storing them upright to minimize the risk of leaning or pressure on delicate areas. Use dividers or padding to keep items separate.

**Climate-Controlled Storage:**

Store old glass items in a climate-controlled environment. Maintain stable temperature and humidity levels to prevent issues such as condensation, which can lead to mold and mildew.

**Avoid Direct Sunlight:**

Store glass items away from direct sunlight to prevent fading and discoloration. Prolonged exposure to sunlight can also create hot spots, leading to thermal stress on the glass.

**Regular Inspection:**

Periodically inspect stored glass items for any signs of damage or deterioration. If issues are identified, address them promptly to prevent further damage.

**Use Anti-Tarnish Strips:**

Consider placing anti-tarnish strips or silica gel packets inside storage boxes to help control moisture levels and prevent tarnishing, especially for glass items with metal components.

**Secure Storage Area:**

Choose a secure storage area with minimal risk of environmental hazards, such as floods or leaks. Elevate boxes off the floor to protect them from potential water damage.

# Historic Colored Musicians Club & Jazz Museum: Display, Conditions, Storage Guidelines

## Object Type: Textile

### Textile: Display Considerations

#### **Hanging:**

Textiles such as tapestries, quilts, and clothing are often displayed by hanging them from rods or hooks. This method allows viewers to see the full extent of the textile while minimizing handling and stress on the fabric.

#### **Mounting:**

Mounting textiles onto rigid backing boards or panels provides support and stability for display. Use conservation-grade materials and techniques to ensure the long-term preservation of the textiles.

#### **Frames and Cases:**

Some smaller textiles, such as embroidered samplers or handkerchiefs, are displayed in frames or exhibition cases. This protects them from dust, light, and handling while allowing viewers to see them up close.

#### **Mannequins:**

Clothing and costumes are often displayed on mannequins to convey their original shape and form. Use specially designed mannequins and supports to ensure proper support and fit without causing damage to the textiles.

#### **Flatbed Display Cases:**

Flatbed display cases with adjustable covers are used to showcase delicate textiles, such as fragile textiles or those with intricate surface details. Covers protect the textiles while allowing them to be viewed without direct handling.

#### **Rotating Displays:**

Rotate displays of textiles to showcase different pieces from the collection and to help preserve the textile.

#### **Textile Wall Hangings:**

Textile wall hangings are often used to create visually striking displays of textiles, particularly large-scale or decorative pieces such as rugs or tapestries. These can be hung individually or arranged in groups to create thematic or chronological narratives.

#### **Interactive Displays:**

Use interactive displays or touchscreen interfaces to engage visitors with textiles. This can include virtual exhibitions, digital archives, or interactive educational content related to the textiles on display.

### Textile: Condition Considerations

#### **Fading and Discoloration:**

Exposure to light, especially sunlight, can lead to fading and discoloration of textiles. This is a common issue for items displayed in open areas without UV protection.



**Staining:**

Stains can result from exposure to liquids, food, or environmental pollutants. Some stains may be challenging to remove, and improper cleaning methods can exacerbate the problem.

**Mold and Mildew:**

High humidity and poor ventilation can contribute to the growth of mold and mildew on textiles. These biological agents can cause discoloration, weakening of fibers, and an unpleasant musty odor.

**Insect Infestation:**

Insects, such as moths and carpet beetles, can damage textiles by feeding on natural fibers. Larvae can leave behind holes and silk webbing, leading to irreversible damage.

**Tears and Rips:**

Wear and tear, as well as improper handling, can result in tears and rips in textile materials. These issues may compromise the structural integrity and aesthetics of the textile.

**Fraying and Loss of Fibers:**

Over time, fibers in textiles can become weak, leading to fraying and the loss of fibers. This is particularly common in areas that experience frequent friction or stress.

**Weak or Damaged Seams:**

Seams can weaken over time, leading to structural issues in garments or textiles with stitched components. This can result in the unraveling of seams and the overall deterioration of the textile.

**Shrinkage:**

Exposure to moisture or improper cleaning methods can cause textiles to shrink. This is especially problematic for items that have not been pre-shrunk or for delicate fabrics.

**Chemical Deterioration:**

Exposure to pollutants, chemicals, and airborne contaminants can contribute to the deterioration of textiles. This can manifest as changes in color, texture, or strength.

**Creasing and Folding Damage:**

Prolonged folding or creasing can cause permanent damage to textiles, resulting in creases that are difficult to remove. Improper storage can contribute to this issue.

**Loss of Elasticity:**

Elastic fibers in textiles, such as spandex or rubber, can lose their elasticity over time. This is common in undergarments and stretch fabrics.

**Tape Residue:**

Previous repairs or the use of adhesive tapes can leave residue on textiles, which may be challenging to remove without causing further damage.

**Loss of Original Finish:**

Certain textiles, especially those with special finishes or coatings, may experience a loss of their original finish over time. This can affect the appearance and protective qualities of the material.

**Environmental Factors:**

Fluctuations in temperature and humidity levels can contribute to the deterioration of textiles. Extreme conditions may accelerate the aging process and cause irreversible damage.

## Textile: Storage and Materials Guidance

Conserving textiles involves proper storage, handling, and, in some cases, professional intervention. By addressing these conservation issues and adopting proper care practices, you can extend the lifespan of textiles and preserve their cultural, historical, or personal significance. Here are some conservation practices for textiles:

### **Proper Cleaning:**

Clean textiles using appropriate methods, avoiding harsh chemicals and aggressive washing. Consult with a conservator for delicate items.

### **Storage in Controlled Environments:**

Store textiles in a controlled environment with stable temperature and humidity levels. Use archival-quality materials for packaging and storage.

### **Pest Prevention:**

Implement preventive measures to protect textiles from insect infestations. This may include regular inspection, proper storage, and, if necessary, the use of insect-repelling materials.

### **Gentle Handling:**

Handle textiles with care, especially fragile or delicate items. Use supports when moving or displaying textiles to minimize stress on fibers and seams. **Avoid Sunlight Exposure:** Minimize exposure to direct sunlight to prevent fading and discoloration. Use UV-filtering materials for display cases or curtains.

### **Regular Inspection:**

Conduct regular inspections of textiles to identify issues early. Address any signs of damage promptly to prevent further deterioration.

### **Conservation and Restoration:**

Consult with professional conservators for the conservation and restoration of valuable or historically significant textiles. They can provide expertise in handling and treating specific issues.

### **Cotton Garment Bags:**

Cotton garment bags are breathable and provide protection against dust and light. They are suitable for long-term storage and can be used for hanging garments.

### **Moth-Proof Garment Bags:**

Garment bags with moth-proof features provide an additional layer of protection against moth damage. Look for bags with integrated moth repellents or use separate moth deterrents like sachets.

### **Acid-Free Boxes:**

Acid-free boxes are suitable for folded items or accessories. These boxes help prevent acid migration, which can lead to yellowing and deterioration of textiles. Use archival-quality boxes for long-term storage.

### **Plastic Storage Bins with Lids:**

While acid-free boxes are most suitable for textiles, if conditions necessitate, plastic storage bins with secure lids can be used to protect textile objects from dust and pests. If used, opt for bins made from polypropylene or polyethylene, as they are less likely to release harmful chemicals.

**Muslin Cloth Bags:**

Muslin cloth bags provide a breathable and dust-resistant storage option. They are suitable for items that need protection but still require air circulation.

**Hanging Wardrobe Storage:**

Hanging wardrobe storage units with shelves and compartments are ideal for organizing and protecting clothes. They often come with zippered covers for added protection.

**Drawer Liners:**

Line drawers with acid-free or cedar drawer liners to create a protected environment for clothes. Make sure the liners are clean and free from contaminants.

**Silk and Satin Garment Bags:**

Silk and satin garment bags are suitable for delicate items like evening gowns or formal wear. They offer a smooth and protective surface that minimizes friction.

**Canvas Storage Bags:**

Canvas storage bags are sturdy and breathable, making them suitable for long-term storage. They often come with zippers and handles for easy access.

**Wardrobe Boxes:**

Wardrobe boxes are tall boxes with a hanging bar, allowing you to store clothes on hangers. They are suitable for short-term storage during moves or renovations.

**Fabric Storage Baskets:**

Fabric storage baskets are suitable for organizing smaller items like scarves, gloves, or accessories. Opt for baskets made from breathable and non-reactive materials.

**TYVEK Rolls:**

Protective lining for artwork, textiles and fragile valuables.

**UV-Filtered Containers:**

If storing clothes in an area with exposure to sunlight, use containers with UV filters to protect fabrics from fading and discoloration.

Remember these general tips when storing clothes:

- Clean garments before storage to prevent stains and odors.
- Avoid plastic bags for long-term storage, as they can trap moisture.
- Store clothes in a cool, dark, and dry environment.
- Check stored items periodically for signs of pests or damage.

Ultimately, the choice of container depends on the type of clothing, the storage duration, and the specific conservation needs of the items.

## **Historic Colored Musicians Club & Jazz Museum: Display, Conditions, Storage Guidelines**

### **Object Type: Ephemera**

#### **Ephemera: Display Considerations**

Ephemera are often paper-based, printed items, including such items as menus, ticket stubs, newspapers, postcards, posters, sheet music, stickers, and greeting cards. Because of the fragility of paper overtime, it is best to create replicas of the item for displays. The following are display considerations for replica ephemera:

##### **Shadow Boxes:**

Use shadow boxes to display ephemera collections in a three-dimensional format. Arrange items within the shadow box, layering them to add depth and visual interest. Shadow boxes protect items from dust and handling while allowing them to be easily viewed.

##### **Bulletin Boards:**

Pin or clip replica ephemera to a bulletin board for a casual and versatile display option. Bulletin boards can be easily customized to fit the size and shape of the items, and they allow for quick rearrangement and updating of the display.

##### **Vintage Crates or Boxes:**

Use vintage crates or boxes as display shelves for ephemera collections. Arrange items on the shelves, stacking them to create depth and visual interest. Vintage crates add rustic charm to the display while providing a unique backdrop for the items.

##### **Floating Shelves:**

Install floating shelves on a wall to create a minimalist and modern display for ephemera collections. Arrange items on the shelves in an organized manner, alternating between different sizes and types of items for visual contrast.

##### **Photo Albums or Scrapbooks:**

Create themed photo albums or scrapbooks to showcase ephemera collections in a cohesive and curated format. Arrange items chronologically or thematically, adding captions or annotations to provide context and information.

##### **Hanging Mobiles:**

Create hanging mobiles using wire, string, or dowels to suspend ephemera items in the air. Hang the mobiles from the ceiling or a wall-mounted hook to create an eye-catching display that adds movement and visual interest to the space.

##### **Magnetic Boards:**

Use magnetic boards or panels to display ephemera collections using magnets or magnetic clips. Arrange items on the board in a grid or collage format, layering them to create depth and texture.

##### **Vintage Suitcases or Trunks:**

Repurpose vintage suitcases or trunks as display cases for ephemera collections. Line the interior with fabric or padding and arrange items inside, stacking them to create a visually appealing arrangement. Vintage suitcases add character and charm to the display while providing a unique storage solution.

## Ephemera: Condition Considerations

### **Fading and Discoloration:**

Exposure to light, particularly ultraviolet (UV) radiation, can cause fading and discoloration of ephemera items. This can lead to changes in color intensity, loss of contrast, and overall degradation of the item's appearance.

### **Creases and Folds:**

Folding or creasing of ephemera items, such as posters or pamphlets, can result in visible creases, wrinkles, and weakening of the paper. Creases can be particularly problematic for items that were originally intended to be flat or unfolded.

### **Tears and Rips:**

Tears and rips in ephemera items can occur due to mishandling, improper storage, or accidents. Tears can compromise the integrity of the item and may require careful repair by a professional conservator.

### **Staining and Foxing:**

Staining and foxing refer to the appearance of spots or stains on paper-based ephemera items caused by mold, mildew, or oxidation of impurities in the paper. Stains can be visually distracting and may require specialized treatment to remove.

### **Brittleness and Fragility:**

Over time, paper-based ephemera items can become brittle and fragile, especially if exposed to high temperatures, low humidity, or acidic conditions. Brittle paper is prone to tearing and may require careful handling to prevent damage.

### **Adhesive Residue:**

Adhesive residue from tape, glue, or stickers applied to ephemera items can cause staining, discoloration, and damage to the paper. Adhesive residue can be difficult to remove and may require specialized treatment by a professional conservator.

### **Insect Damage:**

Insects such as beetles, moths, and silverfish can infest ephemera items made from organic materials such as paper or cardboard. Insect damage can include holes, feeding trails, and frass (insect waste), which can compromise the structural integrity of the item.

### **Water Damage:**

Exposure to water or moisture can cause staining, warping, and mold growth on paper-based ephemera items. Water damage can be particularly problematic for items that were not originally intended to be water-resistant.

### **Loss of Original Features:**

Loss of original features, such as text, images, or graphics, can occur due to damage, deterioration, or intentional alterations. Missing or damaged areas can compromise the integrity and authenticity of the item and may require careful restoration.

### **Handling and Storage Damage:**

Improper handling and storage practices can contribute to damage and deterioration of ephemera items over time. Items that are mishandled, improperly stored, or exposed to harmful environmental conditions are at greater risk of damage and degradation.

## Ephemera: Storage and Materials Guidance

### **Archival-Quality Storage Materials:**

Use archival-quality storage materials such as acid-free folders, boxes, and sleeves to protect ephemera from deterioration caused by acidic materials. Archival-quality materials are pH-neutral and lignin-free, reducing the risk of damage to the items over time.

### **Flat Storage:**

Store ephemera items flat rather than folded or rolled to minimize stress on the paper and prevent creasing, tearing, or warping. Use flat storage boxes or portfolios with acid-free interleaving paper to support and protect the items.

### **Individual Enclosures:**

Store each ephemera item in its own protective enclosure, such as an acid-free sleeve or envelope, to prevent physical contact and minimize the risk of damage from handling, dust, and light exposure.

### **Climate-Controlled Environment:**

Store ephemera in a climate-controlled environment with stable temperature and humidity levels to prevent damage from fluctuations in environmental conditions. Ideal conditions are around 65-70°F (18-21°C) and 40-50% relative humidity.

### **Dark Storage:**

Store ephemera items in dark or low-light conditions to minimize exposure to light, particularly ultraviolet (UV) radiation, which can cause fading and discoloration over time. Use opaque storage containers or cabinets to protect items from light exposure.

### **Proper Handling Procedures:**

Handle ephemera items with clean hands and avoid touching the surfaces of the items directly to prevent oils, dirt, and moisture from transferring to the paper. Use gloves or clean cotton gloves when handling delicate or valuable items.

### **Vertical Storage:**

Store ephemera items vertically rather than horizontally to minimize stress on the paper and prevent creasing or bending. Use acid-free folders or boxes with dividers to support and organize items within storage containers.

### **Labeling and Cataloging:**

Label and catalog ephemera items to facilitate identification, retrieval, and organization. Use archival-quality labels and markers to avoid damage to the items, and maintain detailed records of each item's provenance, condition, and storage location.

### **Regular Inspection and Maintenance:**

Conduct regular inspections of stored ephemera items to check for signs of damage, deterioration, or pest infestation. Address any issues promptly to prevent further damage and ensure the long-term preservation of the items.

### **Security Measures:**

Implement security measures such as locked storage cabinets, surveillance cameras, and restricted access controls to protect ephemera items from theft, vandalism, or unauthorized handling. Store valuable or high-risk items in secure locations or vaults for additional protection.

## **Historic Colored Musicians Club & Jazz Museum: Display, Conditions, Storage Guidelines**

### **Object Type: Musical Instruments**

#### **Musical Instruments: Display Considerations**

##### **Wood:**

Wooden display stands or mounts are commonly used to support musical instruments such as stringed instruments (e.g., violins, guitars, lutes). Wood is chosen for its strength, stability, and natural appearance, which complements the instruments without detracting from their visual appeal.

##### **Acrylic or Plexiglass:**

Clear acrylic or plexiglass is often used to create custom display cases or stands for musical instruments. These materials provide visibility while offering protection from dust, light, and handling. Acrylic is lightweight, durable, and easy to shape, making it suitable for a variety of display applications.

##### **Metal:**

Metal display stands or mounts may be used for larger or heavier instruments, providing stability and support. Metals such as steel, aluminum, or brass are chosen for their strength, corrosion resistance, and aesthetic versatility.

##### **Velvet or Felt:**

Soft materials such as velvet or felt may be used as padding or lining for display cases or stands to protect delicate surfaces of musical instruments. These materials help prevent scratches, abrasions, and other damage during display and handling.

##### **Leather:**

Leather straps or harnesses may be used to secure musical instruments in place within display cases or stands. Leather is chosen for its durability, flexibility, and ability to conform to the shape of the instrument without causing damage.

##### **Foam or Padding:**

Foam inserts or padding may be used to cushion and support musical instruments within display cases or stands, providing protection against impacts and vibrations. Foam is lightweight, shock-absorbent, and can be customized to fit the contours of each instrument.

##### **Glass:**

Tempered glass or safety glass is commonly used for display cases or panels to provide visibility and protection for musical instruments. Glass panels may be treated to reduce glare and UV transmission, helping to preserve the instruments over time.

##### **Fabric:**

Fabric panels or backdrops may be used to create visually appealing displays for musical instruments. Fabrics such as velvet, silk, or brocade can enhance the aesthetic presentation while providing a soft background that complements the instruments.

##### **Plastic:**

Plastic components such as hooks, clips, or brackets may be used to secure musical instruments in place within display cases or stands. High-quality plastics are chosen for their durability, stability, and resistance to corrosion or degradation.

**Museum-Grade Materials:**

Museums often prioritize the use of archival-quality materials, including acid-free papers, adhesives, and coatings, to ensure the long-term preservation of musical instruments. These materials are chosen for their inertness, stability, and compatibility with conservation standards.

## Musical Instruments: Condition Considerations

**Cracks and Splits:**

Wooden instruments such as guitars, violins, and woodwind instruments are susceptible to cracks and splits due to changes in temperature and humidity, impacts, or stress on the wood. Cracks can affect the structural integrity of the instrument and may worsen over time if left untreated.

**Warped or Twisted Components:**

Warping or twisting of wooden components, such as guitar necks, piano soundboards, or violin tops, can occur due to fluctuations in humidity or improper storage conditions. Warping can lead to tuning instability, buzzing, or loss of tone quality.

**Loose Joints and Fittings:**

Musical instruments with joints, hinges, or fittings, such as brass instruments, percussion instruments, or pianos, may develop looseness or play in these components over time. Loose joints can affect the instrument's performance, responsiveness, and overall stability.

**Corrosion and Oxidation:**

Metal components of musical instruments, including strings, keys, valves, and hardware, may experience corrosion or oxidation due to exposure to moisture, sweat, or environmental pollutants. Corrosion can affect the instrument's playability, tuning stability, and appearance.

**Damage to Finish:**

Surface damage to the finish of musical instruments, such as scratches, dents, or discoloration, can occur due to mishandling, impacts, or contact with abrasive materials. Damage to the finish can detract from the instrument's visual appeal and may require refinishing or repair.

**Instrument Deformation:**

Instrument deformation, such as bending, twisting, or sagging, can occur due to improper storage, handling, or environmental conditions. Deformation can affect the instrument's playability, intonation, and structural integrity.

**Fret and Key Wear:**

Frets on stringed instruments and keys on woodwind and brass instruments may experience wear and indentation over time due to contact with strings, fingers, or reeds. Wear can affect the instrument's playability, intonation, and response.

**Internal Damage:**

Internal components of musical instruments, such as braces, linings, or structural supports, may experience damage or deterioration due to age, humidity, or stress. Internal damage can affect the instrument's tone, resonance, and structural stability.



**Pest Infestation:**

Musical instruments made from organic materials such as wood, leather, or felt are susceptible to pest infestation by insects such as woodworms, termites, or carpet beetles. Pest infestation can cause structural damage, wood degradation, and loss of material integrity.

**Environmental Damage:**

Exposure to extreme temperatures, humidity, sunlight, or environmental pollutants can cause damage to musical instruments over time. Environmental damage can affect the instrument's materials, finishes, and overall condition.

## Musical Instruments: Storage and Materials Guidance

**Climate-Controlled Environment:**

Store musical instruments in a climate-controlled environment with stable temperature and humidity levels. Ideal conditions are around 65-75°F (18-24°C) and 40-50% relative humidity. Fluctuations in temperature and humidity can cause damage to instruments over time.

**Instrument Cases:**

Use instrument cases or gig bags to store individual instruments when not in use. Cases provide protection from dust, moisture, and physical damage during storage and transportation. Choose cases with padding, cushioning, and a snug fit to ensure proper protection.

**Instrument Stands:**

Use instrument stands or racks to store instruments that are frequently played or accessed. Stands keep instruments readily accessible while providing support and stability. Avoid storing instruments on stands in areas prone to temperature fluctuations or direct sunlight.

**Wall Mounts:**

Install wall mounts or hooks to store instruments vertically on walls, maximizing space and visibility. Wall mounts keep instruments off the floor and provide a secure and organized storage solution. Use padded mounts or hooks to prevent scratches or damage to instruments.

**Instrument Hangers:**

Use instrument hangers or hooks to hang stringed instruments, such as guitars, violins, or ukuleles, on walls or ceilings. Hangers keep instruments securely suspended while minimizing contact with surfaces. Ensure that hangers are installed securely to support the weight of the instrument.

**Instrument Racks:**

Use instrument racks or shelving units to store multiple instruments in a compact and organized manner. Racks provide dedicated storage space for instruments of different sizes and types, keeping them separated and protected from damage.

**Vertical Storage:**

Store instruments vertically whenever possible to minimize stress on necks, strings, or other vulnerable components. Use adjustable shelving or racks to accommodate instruments of varying sizes and shapes. Avoid stacking instruments on top of each other to prevent damage.

**Humidifiers and Dehumidifiers:**

Use humidifiers or dehumidifiers to maintain stable humidity levels in storage areas, especially in regions with extreme climate conditions. Humidifiers add moisture to the air in dry environments, while dehumidifiers remove excess moisture in humid environments.

**Protective Covers:**

Use protective covers or cloth wraps to cover instruments when not in use, providing an additional layer of protection from dust, sunlight, and airborne pollutants. Choose breathable materials that allow air circulation to prevent moisture buildup.

**Regular Inspection and Maintenance:**

Conduct regular inspections of stored instruments to check for signs of damage, deterioration, or pest infestation. Address any issues promptly, and perform routine maintenance tasks such as cleaning, lubricating, and tuning to keep instruments in optimal condition.

## **Historic Colored Musicians Club & Jazz Museum: Display, Conditions, Storage Guidelines**

### **Object Type: Small electronics**

#### Small electronics: Display Considerations

##### **Wall-Mounted Display Cases:**

Install wall-mounted display cases with glass fronts to showcase small electronics in a secure and visually appealing way. These cases can be illuminated with LED lights to highlight the devices.

##### **Themed Display Areas:**

Create themed display areas dedicated to specific types of small electronics. Use themed signage to enhance and provide interpretive information.

##### **Digital Interactives:**

Use touchscreen interactives where visitors can explore information more deeply.

##### **Demonstrations:**

Host live demonstrations or workshops to showcase the capabilities of small electronics in action.

##### **Transparent Display Cases:**

Use transparent acrylic or glass display cases to showcase small electronics while keeping them protected from dust and handling. These cases provide a clear view of the devices and can be customized with branding or product information.

#### Small electronics: Condition Considerations

##### **Screen Damage:**

Screens on devices such as smartphones, tablets, and laptops and other electronics are prone to scratches, cracks, and other damage from impacts, pressure, or abrasive materials.

##### **Battery Degradation:**

Small electronics with rechargeable batteries may experience degradation over time, leading to reduced battery life, poor performance, or issues with charging.

##### **Water Damage:**

Exposure to water or moisture can cause corrosion, short circuits, and malfunctioning in small electronics. Water damage is a common issue with smartphones, smartwatches, and other portable devices.

##### **Dust and Debris Accumulation:**

Dust, dirt, and debris can accumulate inside small electronics, obstructing airflow, and causing overheating or mechanical issues.

##### **Component Failure:**

Components such as microchips, capacitors, and connectors can fail due to manufacturing defects, wear and tear, or environmental factors, resulting in device malfunction or failure.

**Software Malfunctions:**

Software issues such as glitches, freezes, crashes, or compatibility problems can affect the performance and usability of small electronics, requiring troubleshooting or software updates.

**Physical Wear and Tear:**

Small electronics may exhibit signs of physical wear and tear over time, including scuffs, dents, worn buttons or switches, and faded or peeling paint or coatings.

**Exposure to Extreme Temperatures:**

Exposure to extreme temperatures, both hot and cold, can damage small electronics by causing thermal expansion, contraction, or internal component damage.

**Electrostatic Discharge (ESD):**

Electrostatic discharge from handling or static electricity can damage sensitive electronic components, leading to device malfunction or failure.

**Environmental Factors:**

Environmental factors such as humidity, dust, sunlight, and pollutants can affect the condition of small electronics, leading to corrosion, discoloration, or deterioration of materials.

## Small electronics: Storage and Materials Guidance

**Original Packaging:**

Whenever possible, store small electronics in their original packaging, as it is designed to provide protection during storage and transportation. Original packaging often includes custom-fit inserts and padding to cushion the device and prevent damage.

**Protective Cases:**

Use protective cases or sleeves specifically designed for each type of small electronic device, such as smartphones, tablets, or laptops. These cases provide shock absorption, impact resistance, and protection from scratches, dust, and debris.

**Dedicated Storage Containers:**

Use dedicated storage containers, such as bins, boxes, or drawers, to organize and store small electronics. Choose containers with dividers, compartments, or customizable inserts to keep devices separated and prevent them from shifting or bumping into each other.

**Cable Management Solutions:**

Use cable organizers, cable ties, or cable management sleeves to keep charging cables, power cords, and other accessories neatly organized and tangle-free. This helps prevent damage to cables and makes it easier to locate specific accessories when needed.

**Shelving Units:**

Install shelving units or racks with adjustable shelves to store small electronics vertically, maximizing space and visibility. Use clear storage bins or baskets to corral smaller items and keep them organized within the shelves.

**Climate-Controlled Storage:**

Store small electronics in a climate-controlled environment with stable temperature and humidity levels to prevent damage from fluctuations in environmental conditions. Avoid storing devices in areas prone to extreme temperatures, moisture, or humidity, such as basements or attics.

**Dust Covers:**

Use dust covers or dust-resistant cases to protect small electronics from dust, lint, and other airborne particles. Dust covers can be made from breathable fabric or clear plastic and should fit snugly over the device to provide full coverage.

**Labeling and Organization:**

Label storage containers, shelves, or drawers to clearly identify the contents and facilitate easy retrieval of specific devices or accessories. Use color-coded labels or tags to categorize items by type, brand, or usage.

**Secure Storage:**

Store valuable or sensitive small electronics in secure storage locations, such as locked cabinets, drawers, or safes, to prevent theft, tampering, or unauthorized access. Use digital locks or security systems for added protection.

**Regular Maintenance:**

Perform regular maintenance tasks, such as cleaning, inspecting, and updating software, to ensure the optimal condition and functionality of stored small electronics. Remove dust and debris from devices, check for signs of wear or damage, and install software updates as needed.