

Michigan Street African American Heritage Corridor  
Anchor Site: WUFO Radio Station  
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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## WUFO Radio Station 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>WUFO Radio Station Sampling Inventory</b>		
<b>Location: Main Room</b>		
<b>Object Type</b>	<b>Examples</b>	<b>Condition Issues (if noted)</b>
Optical Storage Media	Audio CD's	
Ceramic	Ceramic plate set to form image of Muhammad Ali	
Analog audio storage	8 track tapes, Cassette tapes Vinyl records	
Ephemera	Photographs, Magazines, Certificates Civil Rights poster I am a man Break dancing poster	Sitting loose on a table top
Books	Muhammad Ali, Glow, Rick James	Not behind a storage case
Electronics	1970 car phone, Reel to reel player Hand held cassette recorder Boom box, Television, CD changer	Near table edge, put in a case
Furniture	Pair of upholstered arm chairs	Upholstery needs repair and cleaning
Textiles	Tee shirts from Obama inauguration	
Miscellaneous	Polaroid camera, Outdoor speakers, Broadcast console, Discman, Walkman, Flip cell phone Microphone, Pocket computer	Needs to be inside a case

**Storage location concerns:** Space needs climate-control. Some of the items need to be placed in cases with locks to prevent theft.

### Example of Select Object Type with Condition Conservation Considerations



*Pocket calculator*

**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. Items can also be stored in Display Cases that are physically secured with specialty hardware.

## WUFO Radio Station: Display, Condition, Storage Guidance

### Object Type: 8-Track and Cassette Tapes

#### 8-Track and Cassette Tapes: Display Considerations

##### **Custom Shelving Units:**

Design custom shelving units specifically designed to hold 8-track tapes. These shelves can be mounted on walls or freestanding and can accommodate the tapes horizontally or vertically, depending on preference.

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

Arrange 8-track tapes in shadow boxes or display cases, either individually or as a collection. Shadow boxes provide a protective and visually appealing way to showcase the tapes while allowing for easy viewing.

##### **Wall-Mounted Racks:**

Install wall-mounted racks or display holders designed to hold 8-track tapes. These racks can be arranged in rows or columns, creating a visually striking display on any wall.

##### **Display Boxes:**

Use clear acrylic or glass display boxes to showcase 8-track tapes while protecting them from dust and damage. Display boxes provide a sleek and contemporary way to showcase the tapes while allowing for easy viewing.

##### **Themed Displays:**

Create themed displays using 8-track tapes as part of a larger collection of retro memorabilia. Combine the tapes with vintage posters, signage, and other decor items to evoke a specific era or aesthetic.

#### 8-Track and Cassette Tapes: Condition Considerations

##### **Magnetic Tape Deterioration:**

Over time, the magnetic coating on cassette tapes can deteriorate, causing loss of audio quality and fidelity. This can result in muffled or distorted sound, as well as dropouts or gaps in the playback.

##### **Sticky Shed Syndrome:**

Some cassette tapes manufactured in the 1970s and 1980s were prone to sticky shed syndrome, where the binder used in the magnetic tape becomes sticky and gummy. This can cause the tape to stick to the tape heads and guides in the cassette deck, resulting in playback problems and damage to the tape.

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

High humidity or improper storage conditions can lead to mold and mildew growth on cassette tapes. Mold can cause staining, discoloration, and deterioration of the tape, affecting playback quality and causing mechanical issues in cassette decks.

##### **Warped or Damaged Shells:**

Cassette shells can become warped or damaged over time, affecting the alignment of the tape and causing playback problems. Cracked or broken shells can also lead to tape spooling issues and damage to the tape.



**Tape Stretching:**

Cassette tapes can stretch or become elongated with repeated playback, especially if played in older or poorly maintained cassette decks. This can result in pitch variations, speed fluctuations, and loss of audio quality.

**Broken or Damaged Splices:**

The splices that join the ends of the magnetic tape together can become brittle or break over time, leading to tape breakage and loss of audio content. Broken splices can also cause the tape to jam or become tangled in the cassette deck.

**Fading or Discoloration:**

Exposure to sunlight and UV radiation can cause the labels and packaging of cassette tapes to fade or become discolored. This can affect the readability of the labels and diminish the overall aesthetic appeal of the tapes.

**Oxidation of Metal Parts:**

The metal parts of cassette tapes, such as the tape heads and rollers, can oxidize over time, affecting their performance and causing playback issues. Oxidation can result in poor contact between the tape and the playback mechanism, leading to dropouts and distortion in the audio.

**Broken or Damaged Leader Tape:**

The leader tape at the beginning of the cassette can become broken or damaged, making it difficult to cue or play the tape properly. Broken leader tape can also cause the tape to become misaligned or tangled in the cassette deck.

**Label Adhesive Residue:**

Adhesive residue from labels or stickers applied to cassette tapes can transfer onto the tape itself, causing playback problems and damage to the tape heads. Adhesive residue can also attract dust and debris, further exacerbating playback issues.

## 8-Track and Cassette Tapes: Storage and Materials Guidance

**Climate-Controlled Environment:**

Store 8-track and cassette tapes in a climate-controlled environment with stable temperature and humidity levels. Ideal conditions are around 65-70°F (18-21°C) and 40-50% relative humidity. Fluctuations in temperature and humidity can accelerate deterioration and damage to the tapes.

**Vertical Storage:**

Store tapes vertically rather than horizontally to minimize stress on the tape and prevent warping or bending. Use shelves or storage racks designed specifically for tapes to keep them organized and accessible.

**Avoid Direct Sunlight:**

Keep tapes away from direct sunlight and sources of UV radiation, as prolonged exposure can cause fading and deterioration of the tape and packaging materials.

**Keep Away from Heat Sources:**

Avoid storing tapes near heat sources such as radiators, heaters, or electronic devices that generate heat. High temperatures can soften the tape and adhesive, leading to warping, melting, or sticky shed syndrome.



**Use Archival-Quality Boxes:**

Store tapes in archival-quality boxes or containers made from acid-free materials. These boxes provide protection from dust, light, and environmental contaminants while allowing for proper ventilation.

**Avoid Extreme Conditions:**

Avoid storing tapes in areas prone to extreme conditions, such as basements, attics, or garages, where temperature and humidity levels may fluctuate significantly. These environments can accelerate deterioration and damage to the tapes.

**Keep Tapes in Original Cases:**

Store tapes in their original cases or protective sleeves to shield them from dust, moisture, and handling. If the original cases are damaged or missing, consider replacing them with archival-quality cases or sleeves.

**Regularly Rotate Tapes:**

Periodically rotate the position of tapes on the shelf to prevent pressure marks and ensure even airflow around the tapes. This helps prevent warping and deterioration over time.

**Handle with Care:**

Handle tapes with clean hands and avoid touching the magnetic surface or tape edges. Fingerprints, dirt, and oils can transfer to the tape and cause playback issues.

**Perform Regular Inspections:**

Regularly inspect stored tapes for signs of damage, deterioration, or pest infestation. Promptly address any issues by cleaning, rehousing, or repairing the tapes as needed to prevent further damage.

## WUFO Radio Station: Display, Condition, Storage Guidance

### Object Type: Compact Discs

#### Compact Discs: Display Considerations

##### **CD Racks:**

Use purpose-built CD racks or shelving units designed specifically to hold CDs. These racks typically have slots or compartments to neatly organize and display CDs, making it easy to browse and access them.

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

Install wall-mounted CD displays or shelves to showcase CDs as a decorative feature in a room. This method maximizes space and allows for easy browsing of the collection.

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

Floating shelves provide a sleek and minimalist display option for CDs. Arrange CDs on the shelves in rows or stacks to create an organized and visually appealing display.

##### **Acrylic Stands:**

Acrylic stands or easels can be used to display individual CDs upright on countertops, shelves, or display cases. This method allows for easy browsing and can be used to highlight specific CDs or albums.

##### **CD Frames:**

Display favorite or collectible CDs in frames designed to hold CD cases. Hang the frames on the wall like artwork to showcase the album artwork or display a curated selection of CDs.

##### **Rotating CD Towers:**

Rotating CD towers or carousels provide a space-saving and efficient way to store and display CDs. These towers can be placed on countertops or tables for easy access to the entire CD collection.

##### **Nested Boxes:**

Use nested boxes or trays to store and display CDs in an organized and compact manner. Label the boxes or trays by genre, artist, or theme to facilitate browsing and selection.

##### **Custom Display Cases:**

Design custom display cases or cabinets with built-in lighting to showcase CDs as a focal point in a room. These cases can be tailored to fit the size and style of the CD collection while providing protection from dust and damage.

##### **CD Flip Bins:**

Use CD flip bins or organizers to display CDs in a compact and accessible manner. These bins typically feature tiered rows of CDs that can be flipped through like a book, making it easy to browse and select CDs.

##### **Interactive Displays:**

Create interactive displays or kiosks with touchscreen interfaces to allow visitors to browse and explore a digital catalog of CDs. This method can be used in retail environments, libraries, or museums to showcase CDs and provide additional information about the music and artists.

## CD: Condition Considerations

### **Scratches:**

Scratches on the surface of a CD can interfere with the laser reading mechanism, causing skips, pops, or total playback failure. Deep scratches may render certain tracks or the entire disc unreadable.

### **Cracks:**

Cracks in the CD's surface can cause irreparable damage, leading to playback issues or even complete disc failure. CDs are particularly fragile and can crack if mishandled or subjected to excessive force.

### **Warped or Bent:**

Warping or bending of the CD can occur due to exposure to heat, pressure, or improper storage conditions. A warped CD may not sit properly in the disc drive or may cause playback problems due to misalignment.

### **Fading or Oxidation:**

Exposure to light, heat, and humidity can cause the reflective layer of the CD to fade or oxidize over time. This can lead to a loss of data integrity and affect the clarity and accuracy of the audio playback.

### **Sticky Residue:**

Sticky residue from labels, adhesives, or improper cleaning solutions can accumulate on the surface of the CD, attracting dust and dirt. This residue can interfere with the laser reading mechanism and cause playback issues.

### **Rot:**

CD rot, also known as disc deterioration syndrome, is a condition where the reflective layer of the CD degrades over time, causing data loss and audio distortion. This can occur due to manufacturing defects, exposure to environmental contaminants, or poor-quality materials.

### **Mold and Mildew:**

CDs stored in humid or damp environments are susceptible to mold and mildew growth, which can cause discoloration, staining, and damage to the surface of the disc. Moldy CDs may become unplayable and pose health risks if handled without proper precautions.

### **Fingerprints and Smudges:**

Fingerprints, oils, and smudges left on the surface of the CD can interfere with the laser reading mechanism and cause playback problems. Cleaning CDs with abrasive or harsh materials can exacerbate this issue.

### **Label Damage:**

Labels affixed to the surface of the CD can peel, bubble, or become dislodged over time, exposing the underlying disc to potential damage. Improper label removal techniques can also cause scratches or residue buildup on the disc.

### **Data Corruption:**

Data corruption can occur due to magnetic fields, electrical interference, or manufacturing defects, resulting in errors or anomalies during playback. CDs with corrupted data may skip, stutter, or fail to play certain tracks altogether.

## CD: Storage and Materials Guidance

### **Keep CDs in Cases:**

Store CDs in their original jewel cases or other protective cases to shield them from dust, scratches, and exposure to light. Avoid stacking CDs directly on top of each other without protection.

### **Store Vertically:**

Store CDs vertically on shelves rather than stacking them horizontally. This reduces the risk of warping or bending the discs and makes it easier to access individual CDs without causing damage.

### **Control Temperature and Humidity:**

Maintain a stable environment with moderate temperature and humidity levels. Avoid storing CDs in areas prone to extreme heat, cold, or moisture, as these conditions can accelerate deterioration.

### **Avoid Direct Sunlight:**

Keep CDs away from direct sunlight and sources of UV radiation, as prolonged exposure can cause discoloration and deterioration of the disc's reflective layer.

### **Use Archival Storage:**

For long-term storage, consider using archival-quality storage materials such as acid-free sleeves or binders designed specifically for CDs. These materials help protect the discs from environmental contaminants and degradation.

### **Handle with Care:**

When handling CDs, hold them by the edges or the center hole to avoid touching the shiny underside (data side) of the disc. Fingerprints, dirt, and scratches on the data side can interfere with playback and damage the disc.

### **Keep CDs Clean:**

Clean CDs periodically using a soft, lint-free cloth or a CD cleaning solution specifically designed for optical media. Wipe the disc gently in a straight line from the center to the outer edge, avoiding circular motions that can cause scratches.

### **Store in a Cool, Dark Place:**

Choose a storage location that is cool, dry, and dark, such as a closet or storage cabinet. Avoid storing CDs in areas with high humidity, such as basements or bathrooms, as moisture can promote mold growth and deterioration.

### **Rotate CDs:**

Rotate CDs periodically by playing them or moving them to different positions on the shelf. This helps prevent discoloration and deterioration that can occur from prolonged storage in the same position.

### **Backup Data:**

For valuable or irreplaceable CDs, consider creating backup copies of the data on a computer or external hard drive. This ensures that the data is preserved even if the original disc becomes damaged or unusable over time.

## WUFO Radio Station: Display, Condition, Storage Guidance

### 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.



## **WUFO Radio Station: Display, Condition, Storage Guidance 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.

## WUFO Radio Station: Display, Condition, Storage Guidance

### Object Type: Ceramic Plates

#### Ceramic Plates: Display Considerations

##### **Plate Hangers:**

Plate hangers are a simple and effective way to display vintage plates on the wall. These devices have spring-loaded arms that grip the edges of the plate, allowing it to hang securely. Plate hangers are available in various sizes to accommodate different plate diameters.

##### **Plate Racks:**

Plate racks or plate stands are designed to hold and display plates on shelves or tabletops. They come in various styles, including single plate stands or tiered racks that can hold multiple plates. Choose a rack that complements the style of your vintage plates.

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

Install floating shelves on your walls to create a visually appealing display for your vintage ceramic plates. Arrange the plates in an artistic or symmetrical pattern on the shelves. Floating shelves allow you to change the display easily and add other decorative elements.

##### **Plate Rails:**

Plate rails, also known as plate grooves, are wooden rails with built-in grooves designed to hold plates securely. Mount these rails on the wall, and slide the plates into the grooves. This creates a classic and organized display.

##### **Plate Stands with Easels:**

Plate stands with easels are versatile and can be used on tabletops, shelves, or mantels. The easel supports the plate at an angle, making it visible from various angles. Choose stands that complement the style and color of your vintage plates.

##### **Gallery Wall:**

Create a gallery wall by combining vintage plates with other artwork or decorative items. Arrange the plates in a visually appealing pattern, either symmetrically or asymmetrically, to create an eye-catching display.

##### **Plate Frames:**

Plate frames are specially designed to frame and showcase plates. They have a decorative border and a clear front, allowing you to display the plate while protecting it. Hang framed plates on the wall or place them on a shelf.

##### **Display Cabinets:**

If you want to protect your vintage ceramic plates from dust and handling, consider using a display cabinet with glass doors. Cabinets can be wall-mounted or freestanding, providing a secure and enclosed space for your collection.

##### **Plate Stands with Multiple Slots:**

Some plate stands are designed to hold multiple plates in a tiered arrangement. This is an excellent option if you have a collection of plates that you'd like to display together.

**Seasonal Displays:**

Rotate your vintage ceramic plate displays based on seasons or themes. For example, showcase festive plates during holidays or plates with floral designs in the spring.

## Ceramic Plates: Condition Considerations

**Cracks and Breaks:**

Ceramic plates are susceptible to cracking and breaking, especially if subjected to physical impact or extreme temperature changes. Cracks can compromise the structural integrity and aesthetic value of the plate.

**Chips and Flakes:**

Chips and flakes can occur along the edges or surfaces of ceramic plates, often as a result of accidental impacts or mishandling. These issues can affect the plate's appearance and may lead to further damage.

**Glaze Deterioration:**

The glaze on ceramic plates can deteriorate over time due to factors such as exposure to acidic foods, aggressive cleaning agents, or environmental conditions. Deteriorating glaze may result in discoloration or a dull appearance.

**Crazing:**

Crazing refers to the development of fine cracks in the glaze of a ceramic plate. It can occur due to age, thermal shock, or exposure to extreme temperature changes. Crazing may affect the aesthetics and can potentially lead to more serious issues.

**Staining:**

Staining can occur when ceramic plates come into contact with pigmented foods or liquids that may permeate the porous surface of unglazed ceramics. Stains can be challenging to remove and affect the plate's appearance.

**Fading of Decoration:**

Decorative elements on ceramic plates, such as painted or glazed designs, may fade over time, especially if the plate is exposed to direct sunlight or harsh cleaning methods.

**Loss of Gilding:**

Plates with gilded or metallic details may experience loss of gilding over time due to handling, cleaning, or exposure to acidic substances. This can impact the original aesthetics of the plate.

**Warping:**

Ceramic plates may warp or deform due to uneven firing during the manufacturing process or exposure to extreme heat. Warped plates may not sit flat and can be challenging to display or use.

**Pest Infestation:**

Insects and rodents can cause damage to ceramic plates by nibbling on the edges or creating nests. Proper storage and regular inspection are essential to prevent pest-related issues.

**Environmental Conditions:**

Extreme environmental conditions, such as high humidity or rapid fluctuations in temperature, can contribute to the deterioration of ceramic plates. It's crucial to store plates in a stable environment.

**Improper Cleaning:**

Aggressive cleaning methods, including the use of abrasive brushes or harsh cleaning agents, can scratch or damage the surface of ceramic plates and lead to the loss of glaze or decoration.

**Inappropriate Storage:**

Storing plates in overcrowded or unstable conditions can increase the risk of breakage, chips, and scratches. Improper storage may also expose plates to potential environmental hazards.

Conserving ceramic plates involves preventive measures, proper storage, and careful handling. If plates exhibit signs of damage, it's advisable to consult with a professional conservator for appropriate restoration techniques to ensure their long-term preservation.

## Ceramic Plates: Storage and Materials Considerations

Storing old ceramics requires careful consideration to prevent damage, deterioration, or breakage over time. Here are some top ways to store old ceramics:

**Clean Before Storage:**

Clean the ceramics thoroughly before storing them. Use a soft brush or a clean, lint-free cloth to remove dust and debris. Avoid using harsh cleaning agents, especially on delicate or painted surfaces.

**Avoid Stacking Directly:**

Avoid stacking ceramics directly on top of each other, especially if they have delicate or textured surfaces. Place a layer of soft, acid-free tissue paper or foam between each item to prevent scratches and abrasions.

**Use Acid-Free Tissue Paper:**

Wrap each ceramic item individually in acid-free tissue paper. This helps protect the surface from scratches and provides a buffer against potential moisture.

**Bubble Wrap or Foam Padding:**

For more delicate or fragile ceramics, consider wrapping them in bubble wrap or padding them with foam. This provides additional protection against impact and breakage.

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

Choose a storage area with stable temperature and humidity levels. Avoid places that are prone to extreme temperature fluctuations or high humidity, as these conditions can contribute to deterioration.

**Avoid Sunlight Exposure:**

Store ceramics away from direct sunlight, as prolonged exposure can cause fading and damage to painted or glazed surfaces.

**Use Appropriate Boxes:**

Select sturdy and appropriately sized boxes for storing ceramics. 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 the storage boxes 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 can increase the risk of breakage and make it challenging to access individual items. Provide enough space to allow for easy retrieval.

**Store Flat if Possible:**

Store ceramics flat, especially if they are large or have irregular shapes. If stacking is necessary, use appropriate supports to distribute the weight evenly.

**Avoid Nesting Fragile Items:**

Refrain from nesting fragile or delicate ceramics within each other. Items should have sufficient space and padding to avoid direct contact.

**Use Shelving with Adjustable Height:**

If storing ceramics on shelves, use shelving with adjustable height to accommodate different sizes of items. Avoid placing heavy items on shelves above delicate ceramics.

**Monitor for Pests:**

Regularly inspect the storage area for signs of pests, such as insects or rodents. Take preventive measures to protect ceramics from potential infestations.

**Consider Climate-Controlled Storage:**

If possible, opt for climate-controlled storage facilities, especially for valuable or sensitive ceramics. These facilities can provide a stable environment with controlled temperature and humidity levels.



## WUFO Radio Station: Display, Condition, Storage Guidance

### Object Type: Books

#### Books: Display Considerations

Handle books with clean hands or gloves when arranging or dusting. Be mindful of the environment to ensure the long-term preservation of the collection.

#### **Bookshelves:**

Use well-constructed, sturdy bookshelves to display your collection. Adjustable shelves allow you to accommodate books of different sizes.

#### **Organize by Theme or Size:**

Arrange books on shelves based on a theme, author, genre, or size. This enhances the visual appeal and makes it easier to locate specific books.

#### **Avoid Direct Sunlight:**

Place bookshelves away from direct sunlight to prevent fading and damage to the book covers and pages. Consider having UV filter film on windows and use window coverings to control sunlight exposure.

#### **Support Bookends:**

Use decorative or functional bookends to keep books upright and prevent them from leaning. This helps maintain the integrity of the spines and overall appearance.

#### **Use Book Stands:**

Display particularly valuable or visually striking books on individual book stands. This allows you to showcase specific volumes while protecting them from potential damage.

#### **Rotate Displays:**

Rotate displayed books periodically to prevent prolonged exposure to light and dust. This also provides an opportunity to showcase different books and keeps the collection fresh.

#### **Protective Covers:**

Use clear, archival-quality dust jackets or covers to protect valuable books from dust and handling. These covers can be removed easily for reading while keeping the books in good condition.

#### **Showcasing Spine and Cover Art:**

Display books with visually appealing spines and cover art facing outwards. This can add aesthetic value to your bookshelves and allow you to appreciate the design of the books.

#### **Display in Glass Cabinets:**

To provide extra protection, display books in glass-fronted cabinets. This helps shield them from dust, light, and potential physical contact.

#### **Create Groupings:**

Arrange books in visually appealing groupings based on size, color, or theme. This can add a decorative element to your display.

#### **Maintain a Controlled Environment:**

Keep the display area at a controlled temperature and humidity level to prevent damage to the books. Avoid extreme fluctuations in these conditions.

## Books: Condition Considerations

### **Foxing:**

Foxing refers to the development of brown or reddish-brown spots on the pages of a book. It is often caused by mold, mildew, or exposure to high humidity.

### **Mold and Mildew:**

Damp and humid conditions can lead to the growth of mold and mildew, which can cause staining, discoloration, and deterioration of paper and bindings.

### **Brittle Pages:**

Over time, paper can become brittle due to the breakdown of the cellulose fibers. This makes pages fragile and prone to tearing.

### **Yellowing or Browning:**

Exposure to light, especially sunlight, can cause the paper in books to yellow or brown over time. This is often accelerated by the presence of acids in the paper.

### **Insect Damage:**

Insects such as silverfish, bookworms, and beetles can damage books by feeding on paper, bindings, and dust jackets.

### **Spine Damage:**

The spine of a book is particularly vulnerable to damage. Issues such as cracked spines, detached boards, or missing parts can occur due to age, improper handling, or poor binding.

### **Dust Jacket Damage:**

Dust jackets are often fragile, and their edges can be easily damaged. Tears, creases, and missing portions are common issues.

### **Water Damage:**

Exposure to water, whether through floods, leaks, or spills, can cause significant damage to books. Water can warp pages, stain covers, and promote mold growth.

### **Ink Fading or Bleeding:**

Inks used in older books may fade or bleed over time, affecting the readability of the text.

### **Loose or Missing Pages:**

Improper handling or binding issues can lead to pages becoming loose or falling out. In extreme cases, entire sections of a book may be missing.

### **Leather Deterioration:**

Leather-bound books may experience deterioration, including cracking, peeling, or a loss of suppleness, especially if not properly cared for.

### **Acidic Paper:**

Acidic paper can lead to the degradation of the book over time, causing brittleness and yellowing. This is a common issue in books produced before the widespread use of acid-free paper.

## Books: Storage and Materials Guidance

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

Store books in acid-free boxes to protect them from dust, light, and physical damage. These boxes are made from materials that do not contain acids, preventing acid migration to the books.

### **Acid-Free Folders and Sleeves:**

For individual items or documents within books, use acid-free folders or sleeves. These protect against direct contact with other materials and help prevent yellowing or deterioration.

### **Acid-Free Book Covers:**

Transparent archival book covers made from acid-free materials provide an extra layer of protection for dust jackets and book covers. They shield against dust, light, and handling.

### **Archival-Quality Bookbinding Cloth:**

When repairing or rebinding books, use archival-quality bookbinding cloth. This material is free from harmful acids and ensures durability without compromising the book's integrity.

### **Acid-Free Paper:**

Interleave books with acid-free paper to protect pages from sticking together and to prevent acid migration. Acid-free paper is essential for long-term preservation.

### **Mylar or Polyester Film:**

Use Mylar or polyester film for encapsulation or as protective covers for individual documents or entire books. These materials are stable, clear, and do not release harmful gases.

### **Cotton Gloves:**

Wear clean cotton gloves when handling books to prevent oils and dirt from your hands transferring to the pages. This is especially important when dealing with rare or delicate materials.

### **Archival-Quality Adhesives:**

If repairs are necessary, use archival-quality adhesives that are reversible and do not contain harmful substances. Avoid using regular glues or tapes.

### **Micro-Chamber Paper:**

Micro-chamber paper contains zeolites that absorb pollutants and gases that might contribute to the deterioration of books. It is often used as interleaving material.

### **Archival-Quality Pens/Pencils:**

Label books or write on archival-quality paper with pens or pencils that are free from acids. This helps prevent damage to the book or documents.

### **Storage in Archival-Quality Bookshelves:**

Place books on sturdy, well-constructed bookshelves made from materials that do not emit harmful gases. Avoid shelves made from materials like particleboard that may contain acids.

## WUFO Radio Station: Display, Condition, Storage Guidance

### Object Type: Photographs

#### Photographs: Display Considerations

##### **Framing:**

Framing photographs is a classic and versatile method of display. Museums often use archival-quality materials and UV-protective glazing to protect the photographs from environmental damage.

##### **Matting:**

Matting photographs can enhance their presentation by providing a border and separation between the image and the frame. Museums typically use archival-quality mats to prevent damage to the artwork.

##### **Mounting:**

Mounting photographs on rigid backing boards or panels can provide support and stability for display. Museums may use conservation-grade mounting techniques to ensure the long-term preservation of the photographs.

##### **Hanging Systems:**

Museums utilize various hanging systems, such as wire hanging systems, picture rails, or track systems, to securely display photographs on walls while allowing for easy installation and adjustment.

##### **Gallery Walls:**

Creating gallery walls dedicated to displaying photographs allows museums to showcase multiple artworks in a cohesive and visually appealing manner. Curators often carefully plan the layout and arrangement of photographs to create thematic or chronological narratives.

##### **Exhibition Cases:**

Displaying photographs in exhibition cases or vitrines provides protection from dust, light, and handling while allowing viewers to see the artworks up close. Museums may use climate-controlled cases to maintain optimal environmental conditions.

##### **Projection:**

Use digital projection to display photographs, allowing for dynamic and interactive presentations. Use this method for large-scale installations or multimedia exhibitions.

##### **Installation Art:**

Photographs can be integrated into larger installation artworks, where they become part of a spatial environment or narrative created by the artist.

##### **Interactive Displays:**

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

##### **Rotating Displays:**

Museums frequently rotate their displays of photographs to showcase different works from their collections or to accommodate traveling exhibitions.

## Photograph: Condition Considerations

### **Fading and Discoloration:**

Exposure to light, particularly sunlight and UV radiation, can cause fading and discoloration over time.

### **Yellowing:**

Aging and exposure to acidic materials can cause photographs to yellow, particularly in the paper or print surface.

### **Emulsion Cracks:**

Racks or splits in the emulsion layer of the photograph, often caused by physical stress or poor storage conditions.

### **Silvering:**

Silver mirroring or silvering occurs when metallic silver migrates to the surface of the photograph, creating a reflective or metallic appearance.

### **Mold and Mildew:**

High humidity and moisture can lead to mold and mildew growth on the surface of the photograph, causing staining and deterioration.

### **Foxing:**

Foxing refers to the appearance of brownish spots or stains caused by fungal growth or exposure to acidic materials.

### **Tears and Losses:**

Physical damage such as tears, creases, or losses in the photograph's surface, often caused by mishandling or poor storage.

### **Emulsion Flaking:**

Flaking or peeling of the emulsion layer, typically caused by age, improper handling, or exposure to moisture.

### **Adhesive Residue:**

Residue left behind by adhesive materials used for mounting or framing photographs, which can cause staining and deterioration.

### **Warping:**

Warping or buckling of the photograph's support material (e.g., paper, cardboard) due to fluctuations in humidity or improper storage conditions.

## Photographs: Storage and Materials Guidance

### **Temperature and Humidity Control:**

Store photographs in a cool, dry environment to prevent the growth of mold and deterioration. Keep the storage area at a constant temperature and humidity level. Avoid storing photographs in basements or attics where temperature and humidity levels can fluctuate.

### **Avoid Sunlight and UV Exposure:**

Sunlight and ultraviolet (UV) rays can fade and damage photographs over time. Store them away from direct sunlight and fluorescent lights.

**Use Archival-Quality Materials:**

Choose archival-quality storage materials, such as acid-free folders, boxes, and sleeves. Acid-free materials help prevent yellowing and deterioration of photographs.

**Handle with Clean Hands:**

Wash and thoroughly dry your hands before handling photographs. The natural oils and dirt on your hands can transfer to the photographs, causing damage over time.

**Protective Sleeves and Enclosures:**

Place photographs in individual protective sleeves or enclosures made of archival materials. These can shield them from dust, dirt, and physical damage.

**Store Flat or Upright:**

If possible, store photographs flat to prevent bending or warping. If storing upright, make sure they are well-supported to prevent curling.

**Labeling and Organization:**

Label photographs with archival-safe pens or pencils to avoid damage. Organize them in a logical order within acid-free albums or boxes.

**Digital Backup:**

Consider digitizing your old photographs as a backup measure. This not only provides an additional way to view and share them but also ensures that you have a copy in case of damage or loss.

**Avoid Adhesives:**

Refrain from using adhesive materials like tape, glue, or self-adhesive albums. These can damage photographs and are challenging to remove.

**Regular Inspection:**

Periodically check your stored photographs for any signs of damage or deterioration. Catching issues early allows for timely intervention and preservation efforts.

**Archival-Quality Photo Sleeves:**

Use clear, archival-quality plastic sleeves made from materials like polyethylene, polypropylene, or Mylar. These sleeves provide protection against dust, dirt, and handling.

**Acid-Free Paper:**

Place photographs between sheets of acid-free, archival-quality paper to prevent direct contact between photos and the plastic sleeves. Acid-free paper helps prevent yellowing and deterioration.

**Archival Photo Boxes:**

Store individual photographs in acid-free archival photo boxes. These boxes provide protection from light, dust, and physical damage. Choose boxes that are sturdy and properly sized to prevent photos from bending or warping.

**Glassine Paper:**

Use glassine paper as interleaving material. It's a smooth and translucent paper that helps protect photographs from sticking together while also providing a barrier against dust and scratches.

**Archival-Quality Photo Mounts:**

If you plan to display photographs, use archival-quality photo mounts or corners. These ensure that the photos are secured without causing damage. Avoid adhesives that can degrade over time.

**Archival Pens/Pencils:**

Use archival-quality pens or pencils to label photographs. Avoid regular pens or markers, as they can contain acids that may transfer to the photos.

**Micro-Chamber Paper:**

Consider using micro-chamber paper, which contains zeolites to absorb pollutants and gases that might contribute to the deterioration of photographs.

**Cotton Gloves:**

When handling photographs, wear clean cotton gloves to prevent oils and dirt from your hands transferring to the prints.

**Avoid PVC and Lignin:**

Stay away from materials that contain PVC (polyvinyl chloride) and lignin, as they can release harmful acids over time and cause deterioration.

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

Store your photographs in a dark, cool, and dry environment. Avoid places with extreme temperature fluctuations and high humidity.



## **WUFO Radio Station: Display, Condition, Storage Guidance**

### **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.

##### **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.

## WUFO Radio Station: Display, Condition, Storage Guidance

### Object Type: Furniture

#### Furniture: Display Considerations

##### **Display Pedestals:**

Display pedestals come in various sizes and materials, such as wood, metal, or acrylic, and are used to elevate and showcase individual pieces of furniture. They provide a stable and visually appealing platform for displaying furniture in galleries or exhibition spaces.

##### **Display Risers:**

Risers are adjustable platforms or supports that can be used to elevate specific parts of furniture, such as legs or arms, to enhance visibility and highlight intricate details. They can be customized to accommodate different shapes and sizes of furniture.

##### **Platform Trucks:**

Platform trucks or dollies are used to transport and maneuver large or heavy pieces of furniture safely within museum galleries or storage facilities. They feature sturdy platforms and wheels for easy mobility without causing damage to the furniture.

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

Display cases with glass or acrylic panels are used to protect and showcase delicate or valuable furniture pieces, such as miniatures or decorative objects. They provide a barrier against dust, light, and handling while allowing for clear visibility.

##### **Lighting Fixtures:**

Lighting fixtures, such as track lights or spotlights, are used to illuminate furniture displays and enhance their visual impact. Proper lighting helps highlight details, textures, and finishes while creating an inviting atmosphere for viewers.

##### **Textile Supports:**

Textile supports, such as padded cushions or fabric-covered mounts, are used to support and protect upholstered furniture pieces during display. They help distribute weight evenly and minimize stress on delicate upholstery materials.

#### Furniture: Condition Considerations

##### **Surface Damage:**

Scratches, dents, and gouges on the surface of furniture are common signs of wear and tear. These can detract from the appearance of the piece and may require repair or refinishing.

##### **Structural Instability:**

Weak joints, loose or missing hardware, and warped or split wood can compromise the structural integrity of furniture, making it unstable or unsafe to use.

##### **Woodworm Damage:**

Wood-boring insects such as beetles and termites can cause extensive damage to wooden furniture by burrowing into the wood and feeding on the cellulose fibers. This can result in holes, tunnels, and weakened structural components.

**Wood Rot:**

Exposure to moisture and humidity can cause wood to rot, leading to decay, mold growth, and structural weakness. Rot typically occurs in damp or poorly ventilated environments and can spread quickly if not addressed.

**Finish Loss:**

The loss of finish or surface coatings, such as varnish, lacquer, or paint, can leave furniture vulnerable to damage from moisture, stains, and UV radiation. This can result in discoloration, fading, and deterioration of the underlying wood.

**Insect Infestation:**

Furniture can be infested by a variety of insects, including beetles, moths, and carpet beetles, which feed on organic materials such as wood, upholstery, and textiles. Infestations can cause damage to the furniture's structure, finish, and upholstery materials.

**Upholstery Damage:**

Tears, rips, stains, and fading in upholstery fabrics and materials are common issues with upholstered furniture. This can detract from the appearance and comfort of the piece and may require repair or replacement.

**Mechanical Damage:**

Moving or handling furniture improperly can result in mechanical damage such as broken legs, loose joints, or bent hardware. This can affect the functionality and stability of the piece and may require repair or reinforcement.

**Fading and Discoloration:**

Exposure to sunlight and UV radiation can cause fading and discoloration of furniture finishes, upholstery fabrics, and wood surfaces. This can result in uneven coloration, loss of vibrancy, and deterioration of the materials over time.

**Environmental Factors:**

Fluctuations in temperature and humidity levels can cause wood to expand and contract, leading to warping, splitting, and distortion of furniture components. Exposure to high levels of humidity can also promote mold growth and decay in organic materials.

## Furniture: Storage and Materials Guidance

**Climate-Controlled Storage:**

Museums typically store furniture in climate-controlled environments to maintain stable temperature and humidity levels. This helps prevent fluctuations that can lead to wood warping, mold growth, or other damage.

**Custom Storage Racks:** Custom-built storage racks are designed to safely support and store furniture pieces while minimizing the risk of damage. These racks can be adjustable to accommodate different sizes and shapes of furniture.

**Padding and Cushioning:**

Furniture is often wrapped or padded with archival-quality materials, such as acid-free tissue paper or polyethylene foam, to provide cushioning and protection during storage. This helps prevent scratches, dents, and other surface damage.

**Vertical Storage:**

Some furniture pieces, such as chairs or tables, are stored vertically to save space and minimize stress on joints and structural components. Custom racks or shelving units are designed to support furniture in an upright position securely.

**Support Blocks and Spacers:**

Support blocks and spacers are used to distribute weight evenly and prevent stress on delicate or fragile areas of furniture during storage. They help maintain structural integrity and minimize the risk of warping or distortion.

**Protection from Light:**

Store furniture away from direct sunlight and other sources of UV radiation to prevent fading, discoloration, and deterioration of finishes. Light-blocking covers or curtains may be used to further protect furniture from light exposure.

**Regular Inspection and Maintenance:**

Conduct regular inspections of stored furniture to check for signs of damage, pest infestation, or deterioration. Any necessary maintenance or conservation treatments are performed promptly to preserve the integrity of the furniture.

**Pest Control Measures:**

Implement pest control measures, such as regular cleaning, monitoring, and treatment with insecticides or fumigants, to prevent damage from pests such as insects or rodents. Keep storage areas clean and free of food sources that may attract pests.

**Security Measures:**

Furniture storage areas are equipped with security measures such as alarms, surveillance cameras, and restricted access controls to prevent theft or unauthorized handling of objects. Valuable or high-risk furniture pieces may be stored in locked cabinets or vaults for additional security.

**Documentation and Inventory:**

Maintain detailed documentation and inventory records of stored furniture, including photographs, descriptions, condition reports, and location data. This information helps track the whereabouts and condition of each piece and facilitates retrieval for exhibition or research purposes.

## WUFO Radio Station: Display, Condition, Storage Guidance

### 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.