

Object Record Sheet



Name of Pupil: _____

Date: _____



What is the object?

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Who owns it?

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How did that person get the object?

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.....

How am I going to find out more about it?

















- 1)
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- 2)
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- 3)
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A drawing of the object

Labels

These labels can be placed on the protected artefacts when they're stored away for safe keeping. They can also be placed near the artefacts when on display.

Description of Artefact: Artefact number: _____ 	Description of Artefact: Artefact number: _____ 
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Storing and Looking After Artefacts



Photographs	<p>It's best to keep photographs away from sunlight to stop them fading or discoloured, as the damage is irreversible. It is best to store them carefully in a flip-album, and then place the album in an air-tight box to avoid damage from humidity. Store negatives in the same way. Always keep glossy photographs separate because the surface is coated with gelatine, which means they will stick together very easily.</p> <p>When placing a photograph in a glass fronted frame, make sure that the glass doesn't touch the photograph because it will stick to the glass. Avoid over-handling the photographs to ensure that the oils found in our hands don't cause any damage.</p>
Jewellery	<p>Please ensure that all jewellery pieces are stored separately to avoid scratching, tarnishing and tangling. Pearls and soft gemstones such as opals are especially prone to damage. All jewellery should be kept in air-tight plastic pouches to avoid humidity. Also keep away from heat.</p>
Metal/Coins	<p>Coins should be handled carefully. Too much handling will tarnish the surface so teach pupils to hold them by the edges. Coins should be stored in coin albums or in envelopes stored in boxes.</p>
Material/ Clothing	<p>When storing clothing, make sure that the item is not damaged by light, dirt, dampness, insects and heat. Delicate items can be wrapped in acid-free tissue and then kept in an air-dry container, away from sunlight.</p>
Wood	<p>The best way to store wooden objects is to wrap them in plenty of bubble wrap and then keep them in a plastic container or cardboard box.</p>

<p>Paper</p>	<p>Some items such as football programmes, labels, wrappers and magazines are printed on poor quality paper which turns yellow, fades, goes brittle and tears easily. These items should be mounted on photographic corners in albums. It is best not to handle paper/books much as the oil from our skin can damage them.</p>
<p>Fragile/Glass/Pottery</p>	<p>Handle fragile objects as little as possible to avoid them breaking. Glass can be carefully wrapped in bubble wrap for protection. Avoid using newspaper to wrap items as the ink can mark the objects. Any box you use must be strong enough to support the weight of the item.</p>
<p>Leather/Fur</p>	<p>Keep the objects dry to avoid mould. Keep leather out of sunlight and away from any heat to make sure that it doesn't dry out and crack.</p>
<p>Rocks/Fossils/ Shells</p>	<p>Fossil, bones and shells are easily scratched if stored together so they should be kept separately in boxes. Wash fossils to remove dirt. Dry carefully with kitchen paper and pick off small parts of rock and other material very carefully.</p>