Bolivian Dolls Collection

Accession 2008.016

Donated by Naomi Miller, Delta, B.C.

- Originally collected by neighbor in Bolivia between 1905 - 1913

(1) 2008.016.22

Height: 4cm

Description: A miniature tan bag with multi-coloured fringe strap that also goes around the outer edge of the bag. Bag has leaves inside it.

Damage noted:

- Needs cleaning
- Strap not attached on one side

Conservation recommendations

- Cleaning by vacuuming and brushing
- Reattach strap
- Stitch on accession number
  - Placement:
    - Inside bag edge

(2) 2008.16.023

Size: circular 8cm diameter

Description: A miniature dark brown hat decorated with multi-coloured trim and metal sequins held on by tiny coils of fine wire.
Damage Noted:

- Missing metal sequins
- Several small hole
- Needs cleaning

Conservation recommendations:

- Cleaning by vacuuming and brushing
- Steaming to reshape hat and bag
- Secure loose sequins
- Stitch on accession number
  - Placement inside hat

(3) 2008.016.29

Height: 9.5cm

Description: A small female figure, with black stitched facial detail. Wearing a pink dress with lace at the neck and an emerald green apron that covers both back and front. It wears a cape of red, has pink stocking and a black hat with red felt trim. Under the dress is a petticoat trimmed with lace. There is no hair visible.

Damage noted:

- Needs cleaning
- Right hand is missing
- Hair is missing

Conservation recommendations

- Cleaning by vacuuming and brushing
- Replace hair
- Possible replace hand
- Stitch on accession number
  - Placement:
    - On the bottom of the pink skirt at the back
(4) 2008.016.30

Height: 10cm

Description: A small male figure with missing facial detail. There is painted blush on the cheeks. It is wearing a black hat with the brim trimmed with a red felt. It also wears a striped multi-coloured poncho with looped orange fringe and brown ¾ pants with black thread decoration that has a net trim on the bottom edge of the pants. The figure has pink stockings and leather sandals.

Damage noted:
- Needs cleaning
- Missing thread facial detail

Conservation recommendations
- Cleaning by vacuuming and brushing
- Steaming to reshape hat
- Replace stitched facial detail
- Stitch on accession number
  - Placement:
    - Under poncho at the back

Figure 5: Above 2008.016.30_image_1

Figure 6: Above right 008.016.30_image_3. Note missing eye stitching

Figure 7: Left 2008.016.30_image_2
(5) 2008.016.31

Height: 18cm

Description: This figure has light brown facial details with painted blush on cheeks. It is wearing a white and blue plaid hat. Its clothing consists of a green velvet bodice with pink floral sleeves with white cuffs and a white and purple high neck collar. There is also a red velvet girdle and blue and white printed ¾ pants with lace trim and leather sandals. The reddish brown wool hair has been damaged by insects.

Damage noted:

- Needs cleaning
- Arm needs fixing at the shoulder
- Two small holes in the girdle
- Hair needs replacing

Conservation recommendations

- Cleaning by vacuuming and brushing
- Steaming to reshape hat and sandals
- Repair left arm
- Stitch on accession number
  - Placement:
    - Under the brim of the hat at the back
    - Or between legs
6) 2008.016.32

Height: 8cm

Description: A small sized baby on a wire frame. Baby has stitched face details and is swaddled in cream coloured fabric with a cream lace trimmed bonnet on its head.

Damage noted:
- Needs cleaning

Conservation recommendations
- Cleaning by vacuuming and brushing
- Stitch on accession number
  - Placement:
    - Tack on the edge of the swaddled in the back and tuck into the folds

(7) 2008.016.33

Height: 10cm

Description: This figure has a wire frame with black stitched facial detail and painted blush on cheeks. It has black wool hair. It wears a brown velvet fabric with purple and green figured pants and top, these are decorated with metal sequins held on by tiny fine wire coils. The outfit has teal accents and trim at the waist and limbs as well as lace at the neck. It has green stocking and a dark blue velvet hat with metal sequin trim

Damage noted:
- Needs cleaning

Conservation recommendations
- Cleaning by vacuuming and brushing
- Stitch on accession number
  - Placement:
    - Under right arm
(8) 2008.016.34

Height: 11 cm

Description: A small sized female figure on a wire frame. Black stitched facial detail (with some detail missing) and painted blush on cheeks. It wears a red dress with blue apron that has silver accents on one side and along the bottom. The outfit has lace at bottom and neck, a pink cape, green leather sandals. It also wears a has a pink rectangle cape on the back and a hat with a red felt brim and a crown of pink material separated into 4 sections with metal sequin decorations. The fabric on the blue apron and pink cape is badly shattered.

Damage noted:

- Stitching of one eye detail damaged, eye brow missing
- Mouth missing
- Pale blue fabric apron is shattering
- Pink fabric on cape has shattered
- Missing and lose sequins
- Sandals lose
- Needs cleaning

Conservation recommendations

- Cleaning by vacuuming and brushing
- Re-stitch facial detail
- Reinforce shattered materials with netting
- Steaming not recommended too fragile
- Anchor lose sequins
- Anchor lose sandals
- Stitch on accession number

Placement:

- Under cape at the back
(9) 2008.016.35

Height: 15cm

Description: A male figure with light brown stitched facial detail and light brown wool hair with painted blush on cheeks. It wears a long yellow jacket that has pink and teal trim and trim at the end of sleeves and peplum. It also has a metallic vest, which has a netting detail around neck and is decorated with purple beads at the wrists and neck. Its trousers are fading from green to beige. It wears a hat of tan velvet, which has a triangular front piece and teal ribbon on the top.

Damage noted:
- Wool hair is missing in spots
- Pink fabric damaged
- Metallic fabric has tarnished
- Stocking/shoes damaged
- Needs cleaning

Conservation recommendations
- Cleaning by vacuuming and brushing
- Steaming to reshape hat and peplum
- Stitch on accession number
- Reinforce damaged fabric
  - Placement:
    - Under peplum at the back
(10) 2008.016.36

Height: 23 cm

Description: This is a male figure with black wool hair, black stitched facial detail with painted blush on cheeks. Its outfit has black velvet/velour pants and sleeves with a yellow, red and green poncho with looped multi-coloured edging. There is lace and green trim on bottom edge of ¾ length pants. The figure has a dark pink decorated pouch/bag over its shoulder, and wears a black hat with red felt trim and under brim. It is holding a broken straw stick.

Damage noted:

- Red and Yellow fabric is shattering on the back and front
- Missing 5 metal sequins on left sandal, one remaining is loose
- Small hole on the back left the corner of pink bag fraying on top edge
- Many lose threads on sequins
- Needs cleaning
- Holding broken hollow straw tube

Conservation recommendations

- Cleaning by vacuuming and brushing
- Steaming to reshape hat and bag
- Attach loose sequin on left foot
- Repair back of head and stitch down hat

Figure 23: Above 2008.016.35_image_3. Note damage of pink fabric at the waist.

Figure 24: Above 2008.026.35_image_4. Note damaged fabric on socks and feet.

Figure 25: Above 2008.016.36_image_1

Figure 26: Above 2008.016.36_image_2

Figure 27: Above 2008.016.36_image_6. Note holes in bag.
- Reinforce shattered fabric with matching nylon tulle
- Replace wool hair
- Repair broken stick
- Stitch on accession number
  - Placement: under hat on the back of dolls head

Figure 28: Above 2008.016.36_image_3. Note back of head needs repair and hat needs to be stitched down.

Figure 29: Left 2008.016.36_image_4. Note shattered fabric on back.

Figure 30: Above 2008.016.36_image_5

(11) 2008.016.37

Height: 17cm

Description: This figure has light brown stitched facial detail with painted blush on cheeks. It has reddish brown wool hair. It is wearing a floral hat of brown, white, yellow and green. It outfit is consist of a blouse of red with blue puff sleeves, green velvet girdle and ¾ pants of pink and white and black plaid trimmed with lace. The figure wears leather sandals

Damage noted:
- Needs cleaning
- Most of the wool hair is missing
• Blue fabric badly faded

Conservation recommendations

• Cleaning by vacuuming and brushing
• Steaming to reshape hat
• Stitch on accession number
  o Placement:
    ▪ Under the back brim of hat or between the legs

(12) 2008.016.38

Height: 17.5 cm

Description: A female figure with black stitched facial detail and painted blush on cheeks. It has single black wool braid down the back. Its is wearing blue and white plaid ¾ pants with white lace trim and off white waist sash. It is also wearing blouse bodice of gold velvet with pale pink textured sleeves and a high pink collar. It also is wearing an off white, dark taupe and burgundy large plaid hat with red and green yarn trim. The figure is wearing blue leather sandals.

Damage noted:

• Needs cleaning
• Hat and sandals need reshaping
• Hair needs some repair
• Stitch on accession number
  o Placement: Between legs

Figure 33 Right: 2008.016.038_image_3
Note damage to hair
CONSERVATION CASE STUDY: BOLIVIAN DOLLS

(13) 2008.016.39

**Height:** 16.5cm

**Description:** A female figure with black stitched facial detail and painted blush cheeks. It wears a turquoise dress with and off white and lace trim on the bottom. It also wears a white shawl and pink hat and leather sandals. Holding beige bundle in left hand. Fabric is severely damage by insects.

**Damage noted:**

- Turquoise dress significant damage, eaten by insects
- White shawl completely shattered
- Black wool hair has separated from head do to insect damage
- Split in the back of the head
- Needs cleaning

**Conservation recommendations**

- Cleaning by vacuuming and brushing
- Repair split in head
- Reattach hair
- Reinforce white fabric of the shawl
- Back turquoise fabric in damaged areas
- Stitch on accession number
  - Placement:
    - Under back brim of hat
    - Under back hem on skirt
(14) 2008.01640

Height: 17cm

Description: A female figure with brown stitched facial detail and painted blush cheeks. It has black wool hair, a braid down the back. It is holding a ball of green yarn. It is wearing a dress of pink, white and grey plaid with white and lace trim at the bottom and lace trim at the neck as well as a red velvet high neck collar. It has a light purple girdle, with a matching shawl. It also wears a pink and white printed hat and leather sandals.

Damage noted:
- Needs cleaning
- Purple fabric badly faded

Conservation recommendations
- Cleaning by vacuuming and brushing
- Steaming to reshape hat and sandals
- Stitch on accession number
  - Placement:
    - Under shawl at the back
(15) 2008.016.41

Height: 16.5 cm

Description: A medium female figure, with black stitched facial detail and painted blush on cheeks. It has two black wool braids down back and copper metal earrings. It wears a pink, grey and white plaid dress with white and lace trim on dress hem and lace trim around neck. It has a yellow shawl and a white, pink and blue print hat as well as leather sandal

Damage noted:
- Needs cleaning

Conservation recommendations
- Cleaning by vacuuming and brushing
- Steaming to reshape shawl and sandals
- Stitch on accession number
  - Placement:
    - Under shawl at the back

(16) 2008.016.42

Height: 18 cm

Description: A female figure with brown stitched facial detail with painted blush on cheeks. The black wool hair and braid are mostly missing. The figure is holding a fabric bundle. It is wearing a red and white plaid dress with yellow edging and lace on bottom of skirt. It has pink/light purple shawl with leaf motif. It is also wearing black felt hat with white dots and leather sandals. It has a major tear on the face.

Damage noted:
- Needs cleaning
- Torn neck
- Wool hair braid missing

Conservation recommendations
- Cleaning by vacuuming and brushing
- Steaming to reshape hat and skirt and shawl
- Repair neck with ladder stitches
- Replace wool hair
- Stitch on accession number
  - Placement:
    - Back of shawl at the back

![Image of a doll with black stitched facial features and painted blush cheeks, wearing a yellow skirt with a cream top, petticoats, and metal earrings and necklace.]

### (17) 2008.016.43

**Height:** 10cm  

**Description:** A small female figure on a wire frame. It has black stitched facial features with painted blush cheeks. Has damaged black wool hair and a braid down its back. It is wearing yellow skirt with a cream top that has a long peplums with trim detail and lace neck detail and pink sleeves. Under the skirt is petticoat trimmed in pink and green and a second petticoat of white cotton. The figure has metal earrings and necklace.

**Damage noted:**
- Needs cleaning
- Black braid on the back of head damaged
- Lose threads

![Image of a doll with a damaged braid and threads.]

![Figure 46: Above 2008.016.042_image_2. Note tear.](image)

![Figure 47: Right 2008.016.43_image_1](image)

![Figure 48: Right 2008.016.43_image_2](image)
Conservation recommendations

- Cleaning by vacuuming and brushing
- Steaming to reshape Skirt and collar
- Stitch on accession number
  - Placement: Under skirt on white petty coat in the back

(18) 2008.016.44

Height: 24cm

Description: This is a larger Matador/bull fighter figure with black wool hair. It is wearing a pink (probably faded from the original red) ¾ pants, white shirt and pink bolero trimmed with braid, beads and metal sequins held on with tiny wire coils of fine wire. It has a green sash at the waist and green tie. It wears a black velvet hat.

Damage noted:

- Hat is loose
- Fabric badly faded
- Fabric on one shoe has shattered
- Needs cleaning

Conservation recommendations

- Cleaning by vacuuming and brushing
- Steaming to reshape hat
- Stitch hat to head
- Stitch on accession number
  - Placement:
    - Under an arm
(19) 2008.016.45

**Height:** 22.5 cm x 8cm (chest)

**Description** A larger female figure with brown stitched facial detail with pearl earrings. It is wearing a teal green hat decorated with metal sequins has with brim trim and under brim of red felt. It wears an elaborate dress of peach velvet with lace trim on bottom of sleeves and hem. There is a cotton petticoat under the dress and over the dress is a gold brocade apron, with purple trim decorated with metal sequins.. The figure wears a teal headscarf with gold detailing and over this a gold brocade cape. It has leather sandals and is holding a wooden knitting needle/spindle whorl and a ball of tan yarn.

**Damage noted:**

- Teal fabric of head scarf badly damaged, eaten by insects
- Lose and missing sequins
- Needs cleaning

**Conservation recommendations**

- Reinforce teal fabric where damaged
- Anchor lose sequins
- Cleaning by vacuuming and brushing
- Steaming to reshape hat and skirt
- Stitch on accession number
  - Placement:
    - On petticoat on the back
(20) 2008.016.46

Height: 24cm

Description: This is a larger human figure dressed as a Matador/bull. It has brown and red stitched facial features including a tongue on black velvet. The figure also has a bull like ears and tail. It is wearing a brown fur jacket with tails, beige embroidered vest and green ¾ pants embroidered with red and beige leather boots.

Damage noted:
- Needs cleaning
- Tear on both sides of the face
- Collar that holds head to body needs replacing
- Left arm loose

Conservation recommendations
- Cleaning by vacuuming and brushing
- Steaming to reshape hat and bag
- Stitch on accession number
  - Placement:
    - Back under Jacket tails

Figure 56: Above 2008.016.46_image_1

Figure 57: Above 2008.016.46_image_2

Figure 58: Above 2008.016.46_image_3.
Note tear at the back of the neck.
Conservation Action Detail

Cleaning with Brush and Vacuum

It is my intention to clamp the vacuum in a fixed position and carefully hold the small dolls in one hand while brushing them with a small paintbrush with the other. A netting will be attached to the end of the vacuum nozzle to catch any lose items that may accidentally come loose. I will also wipe them carefully with a cosmetic sponge to remove surface soil. This process will allow a very detailed examination of every item, which may lead to the discovery of additional conservation recommendations. Once the cleaning has been completed the dolls will then be rewrapped in clean acid free tissue to await further conservation measures, display or storage.

Steaming and Reshaping

It is my recommendation that only doll being used for display be steamed and reshaped. The dolls will have to be cleaned before steaming. I suggest the Esteam be used, fixed in a stationary position and the dolls held in the stream for a few seconds and then the item of clothing can be finger pressed into shape.

Tear and Seam Repair

It is my recommendation that all tears and split seams be repaired using a fine needle, a single strand of cotton thread in matching colour and a ladder stitch (see figure 55). It is important to use cotton thread only, Synthetic polyester treads are much stronger and sharper that cotton and could cut and abrade the textile fibers (Norton 1986).
Hair replacement and Repair

Damage or missing hair will be replaced with loosely spun sheep wool that has been dyed black, reddish brown or golden brown. If required the original hair will be removed and stored in a plastic bag marked with the accession number for possible future analyses. A tag barring the accession number will also be placed in the bag.

Reinforcing Damaged Fabric

I recommend that all damaged fabric be reinforced with an overlays of fine nylon tulle stitched to cover the shattered areas. Stitching support materials directly to the woven elements of textile is an effective and easily reversible way to stabilize fragile elements but must be carefully planned and considered to prevent further damages. The use of a sheer overlay like tulle is often a good option. This technique can prevent movement and abrasion of the most fragile elements and safely be stitched into adjacent stronger areas of the fabric. Get the right color match, and nylon net can blend visually with the material beneath. It is to be stitched in place using a fine needle and matching cotton thread. Where the fabric is extremely fragile and when accessible the tulle can be use on the front and back stabilizing the fragile fabric between the two layers.

Attaching Accession Numbers

I recommend that all the tags be replaced with attached accession numbers placed in discreet
positions. The number should be written on a strip of Tyvek that has a dried pre-coated with clear nail polish, ending with a top coat of clear nail polish. Sew the strip by the ends on to the doll in a discreet position, one end if that is all that is possible.

Storage

The dolls are presently stored wrapped in acid free tissue paper and stored together in a plastic box. It has been suggested that they instead be stored in their own small acid free paper box that has a padded support. These individual boxes could have a photo of the artifact and the accession number marked on the box. This would reduce the handling of the dolls. The individual boxes could be store in one large plastic container with the range of accession number marked on the outside of the box.
REFERENCE CITED

Norton, Ruth

Plexiglas Doll Stands

Introduction

The planned Bolivian doll display require appropriate stands be available for their safe display. I propose the making of custom Plexiglas stands that are both supportive for the dolls and attractive for public viewing. In preparation for their production I have put together this review of working with Plexiglas with an aim to summarize basic techniques, safety and design ideas.

Design

Inspired by the follow image of a jewelry stand, I suggest the doll stand follow a similar design. The difference being the t bar is not centred by placed more to the back and the top of the T bar is bend to support the dolls under the arms. The top bar on the small sized doll stands will have to be formed out of wire as the smallest Plexiglas rod are to large for them.

Safety
Safety glasses should be worn while working on the Plexiglas. All use of the butane torch should be done under the fume hood with the fire extinguisher kept close at hand. Any handling of heated Plexiglas should be done with hands covered in oven mitts.

Cutting Plexiglas causes vapors from the Acrylic to be released. These vapors can cause respiratory irritation. Be sure your work area is well-ventilated and that you use the proper protective respiratory equipment.

**Tips**

After snapping or cutting, blow away any dust or debris from your Plexiglass sheet with a fan or a hair dryer. Don’t attempt to clean the sheet until you have blown away all particles, dust and debris. If you wipe down the hard plastic while it has debris on it, you will scratch the surface.

Keep your workbench or table clean and free of dirt, chips and sawdust. If you are working with an older piece of Plexiglass that does not have a protective paper covering, you should cover your work area with a piece of cloth or foam so that you don’t scratch the plastic sheet while you are snapping or cutting it.

**Required Supplies**

- Plexiglas sheet 5cm and 3cm
- Plexiglas rods 5cm and 2cm
- Acrylic cement
- Ruler
- Marker or Scribe
- Plastic cutter
- Drill and appropriate bits
- Heat gun (or butane torch)
- Safety glasses
- Oven mitts
- Hand saw (wire)
- Table saw with a 80(90) tooth carbide tipped triple chip blade
Instructions

Step 1: Assemble your supplies in a well-ventilated room, or outdoors. The acrylic cement is a bit noxious.

Step 2: Measure and cut the rectangle for the bottom of the stands, these will vary in size. The cut the Plexiglas rods in the in the various sizes required

List of sizes

Rectangle

- 5 @ 10 x 10 cm of 5mm plexi sheeting
- 6 @ 7 x 7 cm of 3 mm plexi sheeting
- 3 @ 10 x 5 cm of 3 mm plexi sheeting

5 mm Rods size

- 3 @ 15 cm
- 1 @ 18 cm
- 5 @ 11 cm
- 3 @ 10 cm

2 mm Rods size

- 4 @ 7cm
- 4 @ 9 cm
- 5 @ 6 cm
- 1 @ 4 cm
- 1 @ 20 cm
- 2 @ 5 cm

Score and snap

- Leave the paper covering on the sheet. Plexiglass is hard to break, but it does
scratch easily, so Plexiglass sheets are sold with a protective paper covering to protect the surface during transportation.

- Score your mark. Use a plastic cutter. You need to score the line you want to “cut” because you will actually be snapping the piece off, not cutting it.
- Line up your yardstick on the lines you have marked.
- Score each line at least 5 times, and as many as 10 times. The deeper you score, the easier the piece will break off.
- Score the front and the back of the Plexiglas to make it easier to snap it off. (Technically, you are not “cutting” the Plexiglas, you are simply making a deep indent so that you can snap off the piece you need.)
- Position the scored line on the edge of your workbench or table. If you have only scored 1 side, place the scored side up so that you can clearly see the line you have marked and scored.

Table saw

- Use an 80 (90) tooth carbide tipped triple chip blade.

Step 3: Polish the edges

- Depending on the quality of the cut and the desired end use, the edge may need to be polished. To make things easy, use a rubber or foam block and waterproof sandpaper. Since it will be nearly impossible to keep the edge perfectly square, I’ll usually round it off. With a foam sanding block, start with rough paper (~180 grit). Sand until the edge is uniform and relatively smooth. Then change to finer and finer paper until you get a satin finish with 600 grit paper (180, 360 and 600 grit will work fine). When you get to 360 grit paper, start wet-sanding. If you don’t want to spend unnecessary hours sanding, make the original clean.
- Flame Polishing: After the edge is polished to a satin finish, you may want to get it to a glass like finish. To do this, you can use a propane torch. Let me recommend that you practice on a scrap piece first. Using a propane torch, you very quickly pass the torch over the edge. You must move the torch quickly. If you go too slowly, the acrylic will melt or burn. This will leave bubbles in the surface. This is from heating the acrylic too deeply. You only want to heat the very outermost edge/surface to its melting point. This will allow it to flow into a smooth glossy surface. As long as you’re moving quickly along the acrylic, you’re not likely to cause bubbles (even if you’re using the hottest part of the flame). To be a safe as possible, make a pass with the torch, allow the edge to cool to where you can hold your hand on it and then make another pass. You should know that the surface has to be absolutely smooth before doing this.

Step 4: On the square acrylic rectangle bases mark 2 cm from the back at the centre with a scribe or marker. On the 3 rectangular bases mark 2.5cm from outside edge 1.5 cm from the
back on two and 2.5 from back and side for the last. If you're using clear acrylic, the scribe is best -- marker will show through.

Step 5: Drill a hole on the mark using appropriate drip bit and very slow speed.

Step 6: Make a hollow in the rod the will allow the top smaller rod to sit in it with a wire saw.

Step 7: Apply a small bit of acrylic cement to one end of the round acrylic rod and press it down onto the hole you made on the base piece. Apply a dab of acrylic cement on the end of a toothpick. Once the center rod is in place, you can apply a little more cement to the edge of the seam. It'll wick in between the pieces and fill any remaining gaps. Apply light pressure and hold the pieces together for a minute or two.

Step 8: Find and mark the middle of the half-round acrylic rod. Bend the ends of the roads to the shape prescribed.

Step 8: Cement bend rod to the top of the round rod, forming the arms of your stand. Let the whole thing cure for a couple of hours.

Step 9: Bend fine wire into the desired shape the glue to the top of the centre posts.
References Cited

Baking, Perry


BUILD/MAKE/CRAFT/BAKE


Wikihow

Proposal for a Bolivian Doll Storage System

Storage

The dolls are presently wrapped in acid free tissue paper and stored together in a plastic box. I have suggested that they instead be stored in custom archival boxes that have been padded for support and protection. These individual boxes could have a photo of the artifact and the accession number placed on the outside. This would reduce the handling of the dolls and provide for a safer, more protected storage for the collection. The individual boxes could be stored in one or two large plastic containers with the range of accession numbers marked on the outside.

Construction

These individual boxes would be made of acid free cardboard and held together with acid free Polyvinyl Acetate glue. I have studied several online sites that demonstrate the making of archive storage boxes and have decided on a clam shell style of box (see figure 1) (IFLA Preservation & Conservation Blog, 2010; D F Heritage Conservation Services, 2014: State Library of Queensland. 2014)

Figure 1: Clam-shell style archival box (Royal Historical Society of Victoria, 2015)
I will make 20 boxes in 4 different sizes:

<table>
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<tr>
<th>Size</th>
<th>Quantity</th>
</tr>
</thead>
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<tr>
<td>8 x 4 x 3 inches</td>
<td>8</td>
</tr>
<tr>
<td>10 x 6 x 3 inches</td>
<td>3</td>
</tr>
<tr>
<td>5 x 2.5 x 2 inches</td>
<td>8</td>
</tr>
<tr>
<td>11 x 4 x 3 inches</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>

**Design Template:**

Figure 2: Design template (State Library of Queensland, 2014)
Materials Recommended

- Acid free cardboard
- Safe Cutting surface
- Utility Blade knife
- Plastic clips
- Acid Free PVA glue
- Pencil
- Bone folder
- T square

Labels

Labels that display both a photo of the artifact and the accession number will have to be prepared in an appropriate size. These labels will be glued to the top of each box with acid free Polyvinyl Acetate glue. I will also write the accession number on the outsides of the boxes with and archival pen.

Padding

I will pad the base and lid with spin poly stuffing with a covering of unbleached cotton. The stuffing shaped to the individual artifact on a piece of acid free cardboard. This padding will be covered by a layer of unbleached cotton to keep any of the stuffing from catching on the artifact. The fabric will be glued with acid free PVA glue to the back of the cardboard (see figure 3 and 4). This fabric covered cardboard will then be glued to the lid or base of the archival box.
Figure 3: Fabric will be placed over the Polyfill and glued to the back of the cardboard (Vaugh, 2012).

Figure 4: This padded fabric cover cardboard will be glued to the base of lid section of the clam shell box (Vaugh, 2012).
References Cited

D F Heritage Conservation Services
2014  Box Making For Museums, Archives, and Libraries.


IFLA Preservation & Conservation Blog

Royal Historical Society of Victoria
2015  How to make a Clam shell box.


State Library of Queensland
2014  Caring for your collections: How to make an archival corrugated phase box.


Vaugh, Stacy