



Environment and Building Systems Workshop

Part A

Cleaning Stations Activity

Paper Objects

Manuscripts

Magazines

Newspapers

Fliers

Postcards

Photographs

Packaging materials

Books

General Tips and Guidelines:

1. Always carefully assess your object before beginning cleaning. Observe the object from multiple angles (front and back) and always practice good object handling skills that we have discussed in previous workshops.
2. Always use clean hands, and wear nitrile gloves unless it is unsafe for the object (snagging, friability etc.)
3. Mentally list (and/or jot down) the components of your object. For example: a magazine may consist of one type of coated paper used for the cover, and another different paper for the pages inside. The cover may be printed with a glossy coating to make it shiny, whereas the inside text may have a different type of printing ink. Take all of this into account when making your initial observations. Even if you don't know the technical aspects of the object's manufacture, note differences and the qualities of the materials present in any one object.
4. Assess level of soiling. If the object is not in need of cleaning, then do not attempt to clean the object. If object cannot be cleaned safely with the tools you have, then do not clean the object. Remember: Do no harm
5. If cleaning, test a small, inconspicuous part of the object with your cleaning tool (i.e. cosmetic sponge, soot sponge, swab). Determine the best method and proceed with caution.

Additional Guidelines for Cleaning by Material Type (from Museums and Galleries of New South Wales:

“Cleaning in Museums Helpsheet” from History SA)

