





snugly onto or into the foam. For example, a Coast Salish hat should be placed on a foam core fitted to the inside of the hat, so that *no part of the artifact is strained while in resting position*.

If the artifact does not need a support, make sure that it is in the proper area of the shelving unit, that it is properly numbered and tagged (see artifact numbering procedures), and that the final location is listed in the database.

Drawer storage is most often for textiles, clothing pieces, smaller flat artifacts, and paper artifacts. Artifacts that go in drawers must be laid out on a foam pad (archival quality) and it must fit into the height of the drawer so that it does not scratch the top as the drawer goes in. Textiles are covered with archival quality tissue paper to help preserve them.

Remember to document the location of the artifact in the database.

Boxed storage is a simple concept used to box up collections that have many objects and are not as reliant on an air-monitored environment (such as lithic collections).

- 1) Artifacts within the box are placed in separate plastic bags (size appropriate)
- 2) Bag label is filled out (make certain accession number matches that of the artifact) and placed in the bags; the bags are tucked in on themselves.
- 3) The label in the bag must face up, with the artifact underneath it.
- 4) A separate box label is filled out on the computer and printed, then placed in a plastic slip and taped to the side of the box.