

Loughborough Carillon Tower & War Memorial Museum

Labelling and Marking

Dated September 2020

Introduction

This section outlines how, when and where objects should be marked and labelled.

The Policy

Each object that is accessioned into the Museum's collections must be able to be accurately identified. Either it is unique and easily identifiable, for example a WW1 medal with the recipient's name on it or it will be marked with its unique accession number. This will usually be a physical mark on the object itself. The label will be secure, safe for the object, visible yet discreet and convenient and safe for staff to apply. Archival quality materials will be used for labelling and marking.

Health & Safety literature for labelling and marking should be consulted and appropriate precautions put in place before this procedure is undertaken.

Procedure

- The labelling and marking equipment can be found in the safety (yellow) cabinet in the New Street store.
- Labelling and marking should be carried out in an area that is free of clutter, and, if necessary, well ventilated.
- Marking / labelling should be carried out using a method appropriate to the material being marked:
 - Metal & Wood: Use the varnished drawing ink on a basecoat technique
 - Textiles / clothes: Use sewn on labels
 - Small items: Use tie-on archival quality Tyvek labels.
 - Paper materials: Use a good quality 2B pencil.
 - For leather, mark metal attachments using the technique described under 'metal and wood'.

Full details of the appropriate methods of marking can be found in the folder, 'Labelling and Marking' located in the safety cabinet in the New Street store.