

Necklace Storage Mount Tutorial

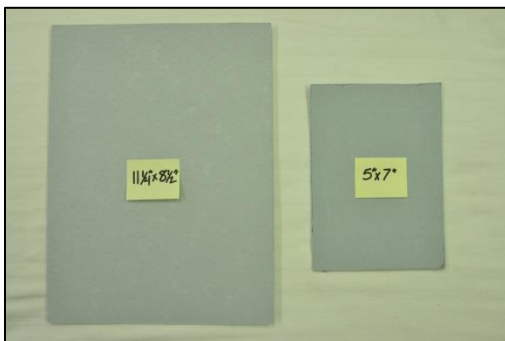
Tools:



Black permanent marker (sharpie)
.1 or .3 sized black archival pen
Razor blade
Fine point tweezers
Scissors
Twill tape



Acid free archival tags



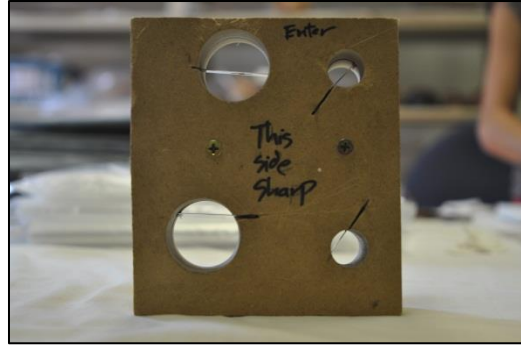
Acid free blue board
Standard sizes: 11.25" x 8.5"
5" x 7"



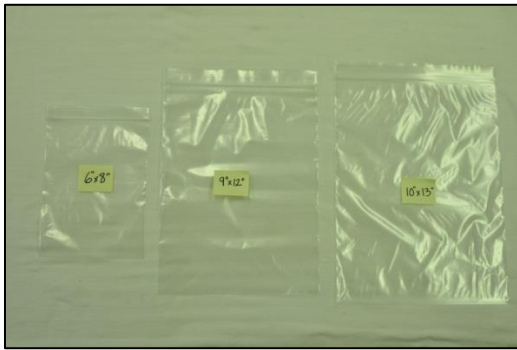
Circular acid free foam



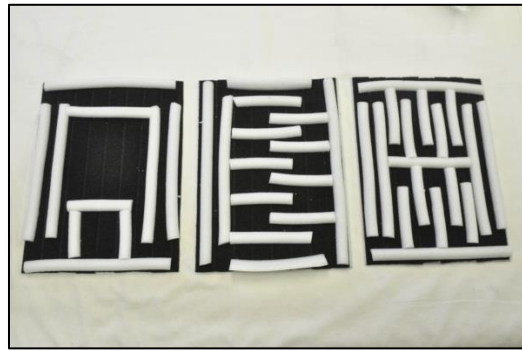
Archival hot glue



Foam cutter to create 1 ¼ inch and ¾ inch circular foam for mounts



Polyethylene bags in sizes: 6"x8"
9"x12"
10"x13"



Velcro prep boards

Instructions:

Prep Work

- 1) Select necklace to rehouse



- 2) Gently remove necklace from prior case
- 3) Place necklace on Velcro prep board to determine size of board needed and layout



- 4) Select size of foam necessary
- 5) Cut needed foam to size using foam cutter



- 6) Cut blue board to one of the two standard sizes (remember the smaller the mount the more space you save!)

Begin Making the Mount

- 7) Measure and cut foam for the “frame” on the mount
- 8) Before gluing the foam, hot glue twill tape on the cardboard so that it will be covered with the foam and will be able to tie over the foam to keep the necklace in place
- 9) Hot glue foam to the appropriately sized card board to create the “frame” leaving about 1/4th inch of space between the foam and the edge of the board (adjust as necessary based on the size of the necklace, but do not completely eliminate this space)

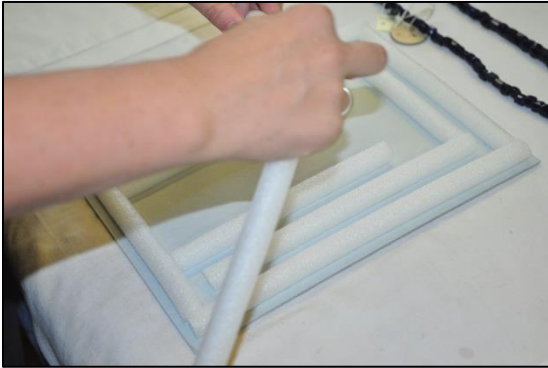


- 10) Double check how the necklace will fit within the frame on the new mount



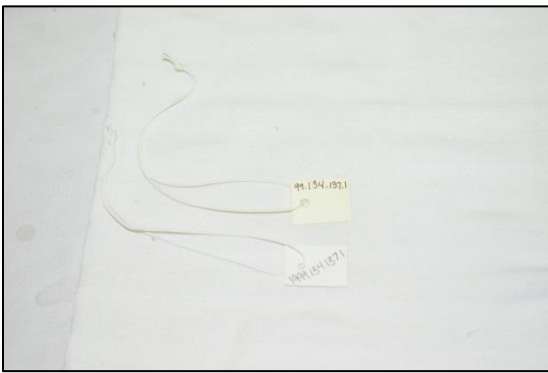
- 11) Cut the appropriately sized foam for the inner supports within the frame
-Note: Make sure that any foam surface against which the necklace will touch is the *smooth outer side of the foam*. NOT the rough cut side of the foam. Always have any rough surfaces facing away from the necklace

12) Glue these pieces to the new mount



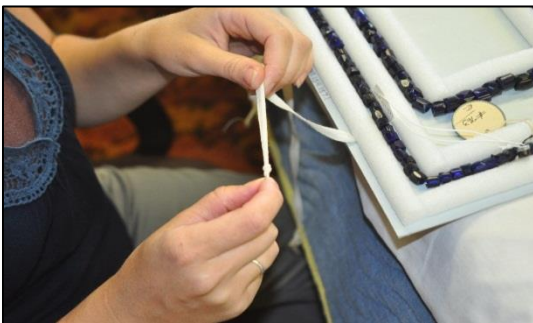
Final Touches

13) Rewrite accession number clearly on a new label, and attach the new label to the necklace



14) Place necklace in the mount

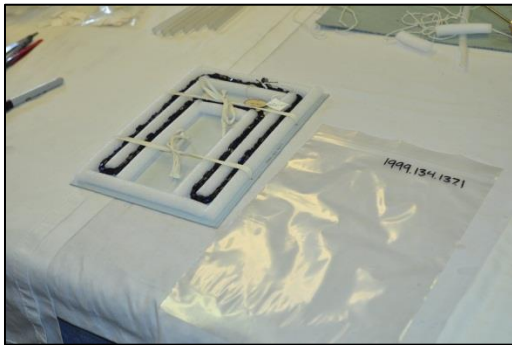
15) Tie the twill tread over the foam and across the necklace to hold in place



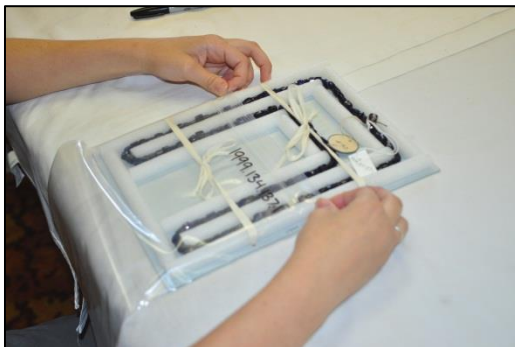
16) Write the accession number along the outer rim of card board along one of the tall sides with an archival pen



17) Choose the appropriate sized bag and write the accession number along the top of the back with a black sharpie



18) Slide mount into plastic bag, seal and voila!



19) If a necklace has broken pieces, place the pieces in a 2x2 inch bag with the catalog number written on the outside of the bag. Place the bag of broken pieces within the bag containing the mounted necklace