

# **PHOENIX FIRE DEPARTMENT**

## **VOLUME 1 – Operations Manual**

### **HISTORICAL ITEM CONSERVATION & PRESERVATION**

**MP102.09A 07/03 – R**

#### **CONSERVATION OF HISTORICAL ITEMS**

It is the policy of the Phoenix Fire Department to retain any items or materials of historical value to the department and its members.

This procedure describes the guidelines governing the conservation of items that may be of historical value to the Phoenix Fire Department. Items included: log books, documents, newspaper clippings, manuals, reports, texts, pamphlets, fire fighting equipment, uniforms, protective clothing, photographs, badges and buttons.

#### **POTENTIAL MATERIAL TO BE CONSERVED**

The Phoenix Fire Department Archives was established to conserve historic items solely from the Phoenix Fire Department although subfiles may be maintained which pertain to other departments, events or the general fire service as long as those subfiles show the information had an impact on the history of the Phoenix Fire Department or could be used as future reference material.

All materials received by the Archives shall be considered for conservation. The item should be read or examined closely to determine their historic value to the department.

To be considered for conservation, items must fall into at least one of the following categories:

The item is relevant to historic progress of the Phoenix Fire Department

- a. The item is possible research material
- b. The item pertains to members of the Phoenix Fire Department (past or present).

If the item does not fall into one of these categories, the item may be disregarded and returned to the donor.

## **PRIORITIZING MATERIALS TO BE CONSERVED**

Once a decision is made whether to keep the item, the next step is to prioritize the item in an order of conservation.

This should be done by considering the following:

- a. Age of item
- b. Physical condition of item
- c. Possible research item in the near future
- d. Rate of item deterioration

## **DONATION OF ITEM FOR THE ARCHIVES**

Donations of an item to the Archives should be treated as a gift. The item will be listed in the donor's name unless otherwise requested.

The donor should be asked to complete the Archive Donation Form. If the donor refuses to complete the form, an attempt should be made to fill out as much information as possible and note the donation will remain anonymous. Completed donation forms will be filed for future reference.

## **COPYRIGHTS**

A copyright on works is initiated by the author and received through the United States Library of Congress. Once a copyright is granted the copyright extends for the author's lifetime plus seventy-five (75) years.

### **Examples**

A copy written work is recognized by one of the following symbols:

- a. © 1989
- b. copyright 1989
- c. © John Doe 1989

To use a copyrighted work, the author or person(s) who own the copyright must give permission in writing. The permission of use must list the following:

- a. number of times work may be used
- b. how to be used (magazine, newsletter, etc.)
- c. agreement to use line of credit
- d. description of works
- e. printed name, signature and dated
- f. who may use the work

When any copyrighted works are donated to the archives, an attempt should be made to get written permission for use from author or person(s) holding copyright (see page 7 of 7).

## **CATALOGING**

All items received by the archives will be cataloged with a coded number and/or letters. The number will be put on the item's container. The number should incorporate the initials of the donor followed by sequential number.

## **INDEXING**

After the item is cataloged, a database entry should be filled out on each piece. The entry should contain the following:

- a. complete description of item
- b. catalog number
- c. donor's name
- d. copyright number, if any
- e. area item is stored

The index card should be placed in the general archives index file for reference.

## **DISPLAYING ARTIFACTS**

Archival items should be displayed in groups of items pertaining to a theme topic. The display should be enclosed in a case to protect the items from being touched or handled. The case should have an adequate filtered ventilation system with the means to exhaust heat from inside the case. The case should be well lighted with filtered or low UV lighting. The case should be secured to prevent accidental opening. The case should be located so the case is not in direct sunlight. Title cards should be placed next to each item to describe its historic value and a brief story about the item.

## **STORAGE OF ARCHIVAL ITEMS**

### **Paper Items**

The printed text is the most valuable part of the paper item. Only in situations where the paper or document is priceless such as the United States Constitution or the Bill of Rights should the original paper item be kept. Items such as newspaper clippings should be photocopied on to approved archival paper and placed into a reference library for research purposes.

It is the policy of the Archives to maintain two (2) copies of each item when possible. If only one copy is available, two photocopies of the original will be made. The original will be preserved in an approved container and the original will be placed in the reference library for future research.

### Photographic Items

Photos should be copied also. A copy negative should be made of the photo and a contact sheet should be made for reference purposes. Copying of photos should begin with the oldest or the most deteriorated. The copy negative should be filed under a catalog number and used to reproduce photos and the original should be placed in an approved container and filed under the same catalog number. Modern day photos are less likely to deteriorate as rapidly as earlier photos. Any time original photos are handled, approved archival gloves shall be worn.

### Slides

Slides should be placed in approved slide cabinet according to category. Slides should be cataloged with a coded number similar to the system used for photos. Approved archival gloves should be worn when handling slides.

### Video and Movie Film

Video and movie film reels or cassettes should be placed in approved containers and placed in a light restricting cabinet.

### Clothing Items

All clothing received by the archives should be cleaned thoroughly in the approved manner and placed on a hanger and covered with a clothing bag.

### Trophies

Trophies should be conserved according to the section, which pertain to the material of which the trophy is made of. Ample space should be provided for the trophies for storage or display because trophies are fragile and tend to break easily.

## **PRESERVATION OF ARCHIVAL ITEMS**

### Wood

Depending on the physical condition of the wood item, the item should be stored in the ideal climatic environment of 68 degrees Fahrenheit with 34 percent humidity and light free.

Severely deteriorated wood items shall be restored to their original state by the approved procedures commonly accepted at that time.

## Metal

Metal items shall be cleaned in the commonly accepted manner and stored in a climatically controlled environment of 68 degrees Fahrenheit and no more than 10 percent humidity. The item may be coated with a light coat of oil to inhibit corrosion.

## Books

All books shall be inspected for attachment materials such as tapes, staples, paperclips, etc. All attachments shall be removed. The books shall be placed, laying flat, in the commonly accepted box or container and stored in the ideal environment free of light, dust, and with a climatically controlled temperature of 68 degrees Fahrenheit with a humidity of 34 percent.

## Clothing

All clothing shall be cleaned according to the commonly accepted manner, covered with approved cover and hung in the ideal climatically controlled environment free of light, dust, and a temperature of 68 degrees Fahrenheit with 34 percent humidity.

## Paper

All paper items shall follow the same procedures as prescribed in "Books."

Copyright use form follows with a page of definitions.

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COPYRIGHT USE PERMISSION FORM

I/WE, \_\_\_\_\_ give

permission to \_\_\_\_\_

to use the copywritten works of \_\_\_\_\_ for

\_\_\_\_\_ time(s) for the purpose \_\_\_\_\_

and agrees to give the copyright holder a line of credit.

Brief description of works: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Printed name of Copyright Holder    Signature of Copyright Holder                      Date

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_

Signature of User

## **DEFINITION OF TERMS**

Conservation:	To save store in an environment that is conducive to extending the life of the material.
Preservation:	to chemically or physically treat the material to stop or slow deterioration.
Restoration:	to restore the material or item to a "like new" state. The act involved in the preservation process.
Author:	person or persons that composes a message or statement whether it is written, photographic or drawing.
Line of credit:	given credit to the author or holder of copyright.

- Example:
1. Photo by John Doe
  2. © 1989 John Doe
  3. from the John Doe collection.