

# **Conservation Project for Artefacts Uncovered at the Convent Attic of Maryknoll Convent School**

## **Conservation Report**

### **Project Schedule**

Date	Work
8 Jul 2021	Relocation of collections from Attic to ground
10,11,12 Jul 2021	Training for Volunteers
16 Jul 2021 to 30 Sep 2021	Conservation, Documentation and Storage of Collections

### **Transferring of artefacts from 2nd Floor Attic to Ground Floor**

A scaffold was set up under the Attic's doorway on 7 July 2021 and collections were transferred to ground by art mover on 8 July 2021





## Temporary arrangement and stock take of the artefacts

Items transferred from Attics include:

	Collection	Quantity
1.	Order Forms in Carton Boxes	3558 Order Forms 18 Carton Boxes
2.	Embroidery Patterns	435 rolls
3.	Needlework Accessories	41 sets/pieces
4.	Ceramics	176 nos.
5.	Paper Collections	82 pieces (including 18 carton boxes of order forms)
6.	Embroidery Slate Frames	6 nos.
7.	Steamer Trunk	1 no.
8.	Double Deck Spring Metal Bed Frame	1 set
9.	Desk Electric Fan Unknown Machine Trays	1 no. 1 no 3 nos.
10.	Plastic Cups	59 nos.
11.	Wooden Workbenches (square top) and stool	4 nos.
12.	Ropes	8 bundles
13.	Water Tanks	2 nos.
14.	Wooden Crates	3 nos.

## Training for Volunteers

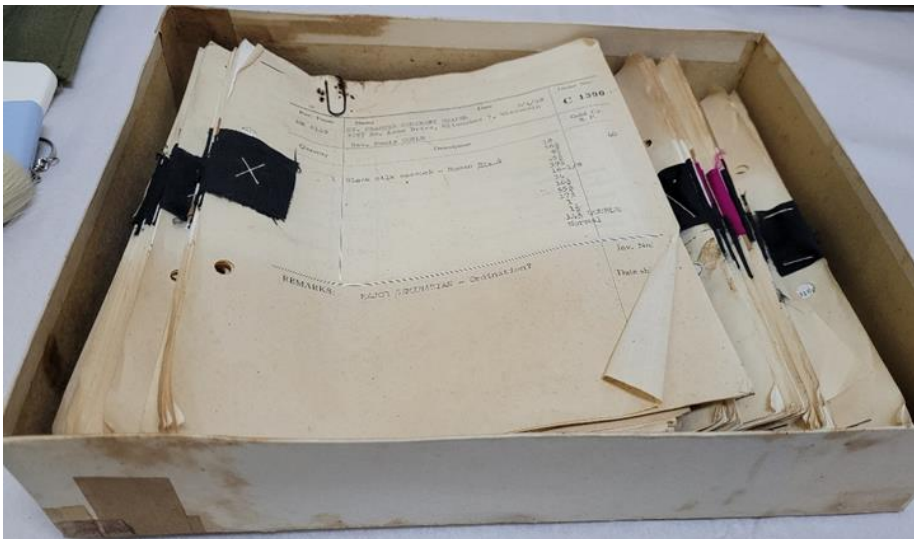
	Training	Details
1.	1st Stream -3 sessions of 3-hour training for over 50 volunteers on 10, 11, 12 of July 2021	<ul style="list-style-type: none"> <li>a) Basic Conservation Concept</li> <li>b) Handling of Collections</li> <li>c) Basic conservation techniques of Ceramics, Paper, and Miscellaneous Collections</li> </ul>
2.	2nd Stream -3 sessions of 3-hour training for over 50 volunteers on 10, 11, 12 of July 2021	<ul style="list-style-type: none"> <li>a) Basic Conservation Concept</li> <li>b) Handling of Collections</li> <li>c) Environmental requirements of collection</li> <li>d) Collection assessment and Documentation Logistics</li> <li>e) Collection assessment and Documentation of Ceramic, Paper, Needlework Accessories and Miscellaneous collections</li> </ul>



# Conservation Treatment & Accessioning of different types of Artefacts

## 1. Order Forms in Carton Boxes

- a. Quantity  
3028 Oder Forms in 18 Carton Boxes

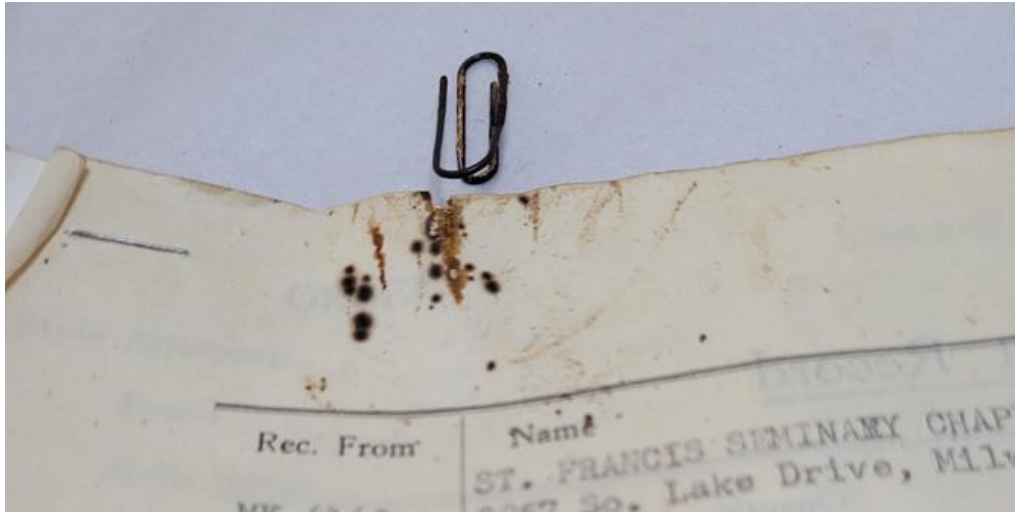




b. Conservation Treatment

A. Order Forms

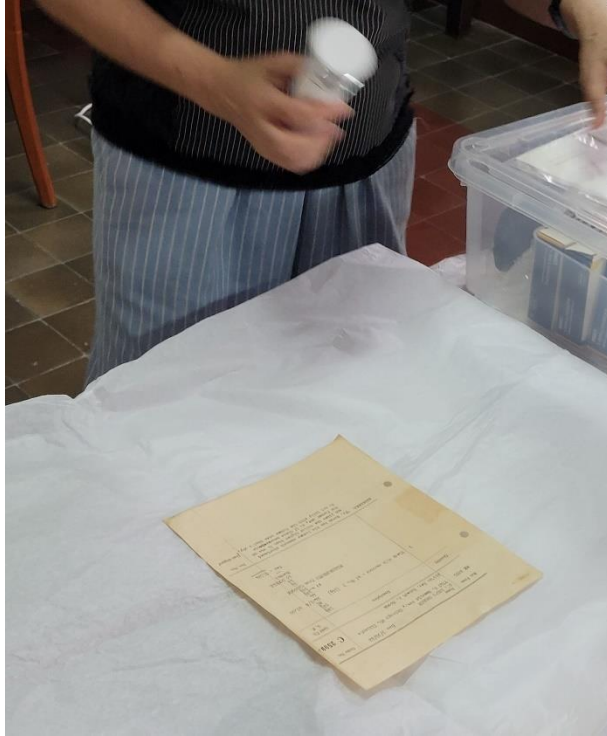
i) Removal of corroded staples and clips



ii) Surface cleaning of document



iii) Flattening of document



iv) Repairing of document



v) Scanning of Document



vi) Packing of individual documents in polyethylene bags





**B. 18 Small Carton Boxes**  
**Cleaning and repairing**



**2. Embroidery Pattern**

a. Quantity : 435 rolls



**Pattern rolls in a  
corner of Attic**





Rolls moved down

b. Unrolling of pattern



c. Removal of old adhesive tapes



d. Documentation of pattern





e. Preparation of new rollers



f. Pattern rolled in new roller and placed in plastic box





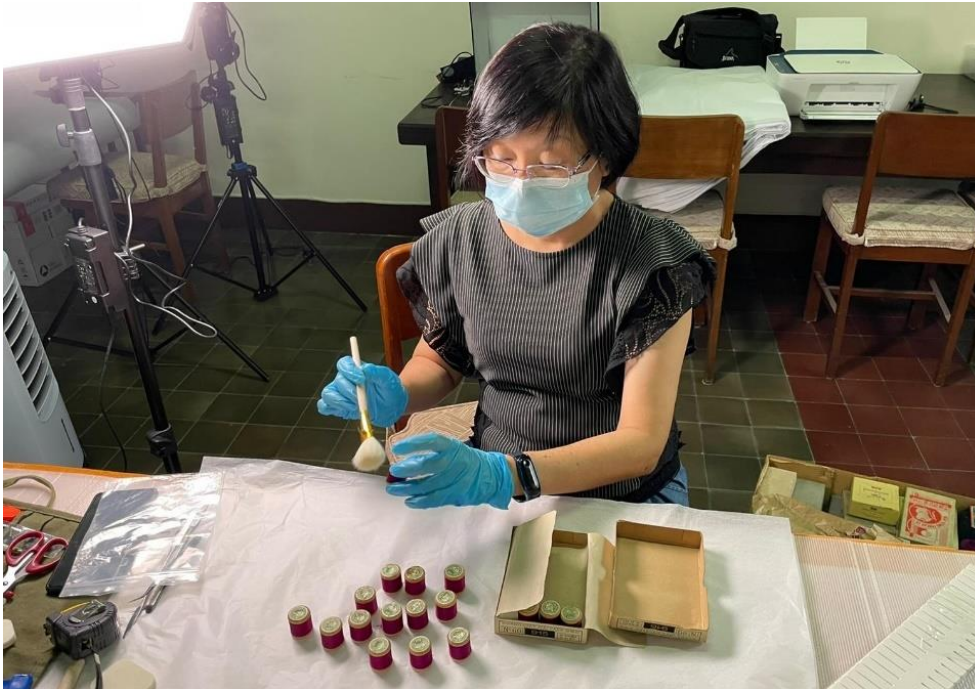


### 3. Needlework Accessories

a. Quantity : 41 sets/pieces



b. Cleaning and documentation of accessories





c. Packing of individual sets of collection in plastic bags





#### 4. Ceramics

a.	<p>Quantity: 176 pieces</p> <ul style="list-style-type: none"><li>i) Teacup and Saucer Set – 40 sets (40 cups and 40 saucers)</li><li>ii) Cup – 1 piece</li><li>iii) Saucer – 4 pieces</li><li>iv) Bowls – 18 pieces</li><li>Plates – 65 pieces</li><li>Glass – 8 pieces</li></ul>
b.	<p>Ceramics packed in newspaper scraps</p>  




c. Cleaning of ceramics



d.	Documentation of ceramics	
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## 5. Paper Collections

a.	<p>Quantity: 82 pieces</p> <ul style="list-style-type: none"> <li>i) Party Table Liners – 10 pieces</li> <li>ii) Sketches of Bible Stories – 12 pieces</li> <li>iii) Tracing Cloth – 41 rolls</li> <li>iv) Paper decoration 1 no.</li> <li>v) Paper Carton Boxes -18 (presented in Item 1B)</li> </ul>	
b.	i)	<p>Party Table Liners and Sketches of Bible Stories at Attic</p> 



Party Table Liners and Sketches of Bible Stories moved down

ii) Tracing Cloth at Attic





iii) Paper Decoration

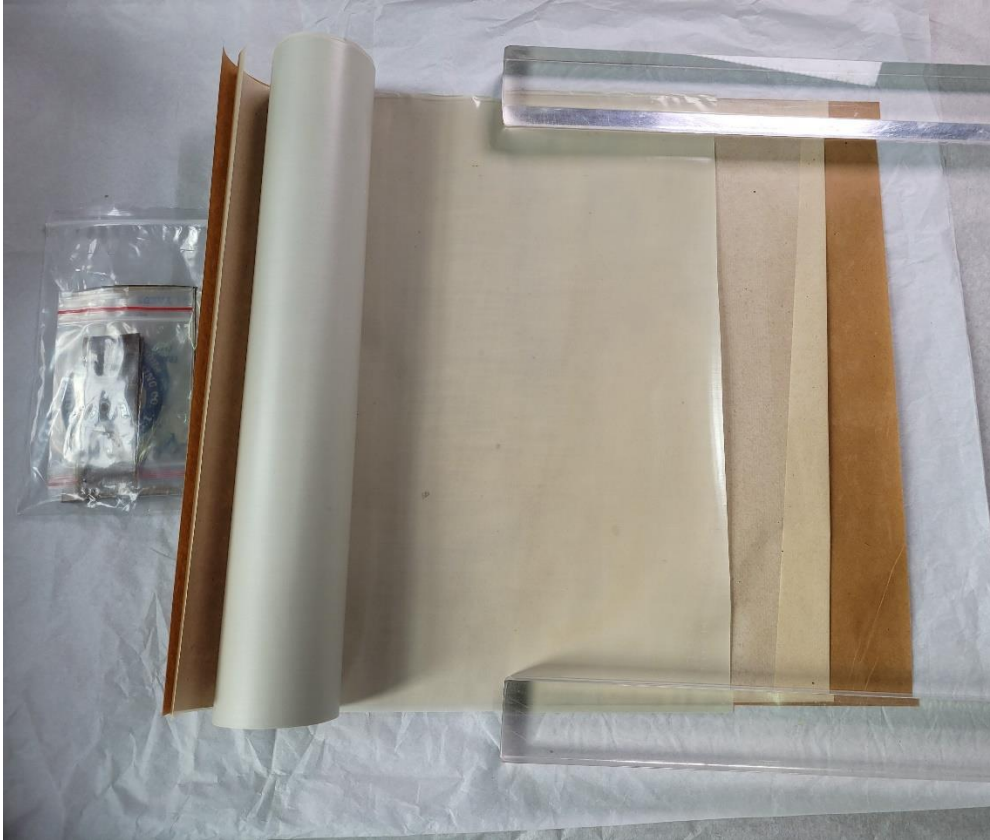


c. Cleaning of collections



d. Opening of Tracing Cloth

4 rolls of tracing cloth was opened and the rest were kept in their packing



e. Documentation of collection





## 6. Embroidery Slate Frames

- a. Quantity :  
Large Frame – 3 nos.  
Small Frame – 3 nos.

Embroidery Stands at Attic





b. Cleaning and Documentation



7. Steamer Trunk

- a. Quantity : 1 no.  
Steamer Trunk at Attic



b. Cleaning of trunk



8. Double Deck Spring Metal Bed Frame

a. Quantity : 1 set



Bed Frame at Attic





Bed Frame moved down from Attic

b. Cleaning of Bed Frame







## 9. Desk Electric Fan and Other Metal Collections

- |    |  |
|----|--|
| a. | Quantity : 5 nos. <ul style="list-style-type: none"><li>i) Electric Fan</li><li>ii) Unknown machine</li><li>iii) Trays</li></ul> |
|----|--|

b. Cleaning and repair of Electric Fan



b. Cleaning of Trays







**10. Plastic Cups**

<p>a.</p>	<p>Quantity : 59 pieces</p> 	<p><b>Cups at Attic</b></p>
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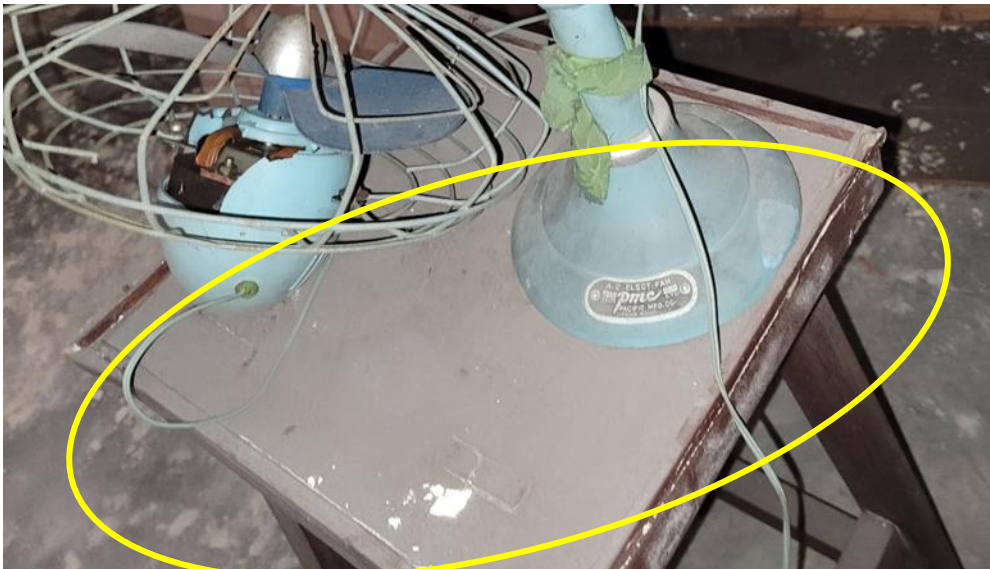


b. Cleaning and documentation of cups



**11. Wooden Workbenches (square top) and stool**

- a. Quantity : 4 nos.  
Square top wooden workbench – 3 nos.  
Stool – 1 no.



Workbench at Attic



Workbenches and Stool moved down from Attic

b. Cleaning and documentation of benches and stool





## 12. Ropes

Quantity : 8 bundles



Cleaning and Documentation

## 13. Water Tank

a. Quantity : 2 nos.



Water Tank at Attic



Water Tank moved down



## 14. Wooden Crates

Quantity : 3 nos.



Cleaning and documentation

## Long term storage of the Artefacts

### 1. Order Forms in Carton Boxes



### 2. Embroidery Patterns

435 re-rolled patterns were stored in 13 plastic containers (A to M)

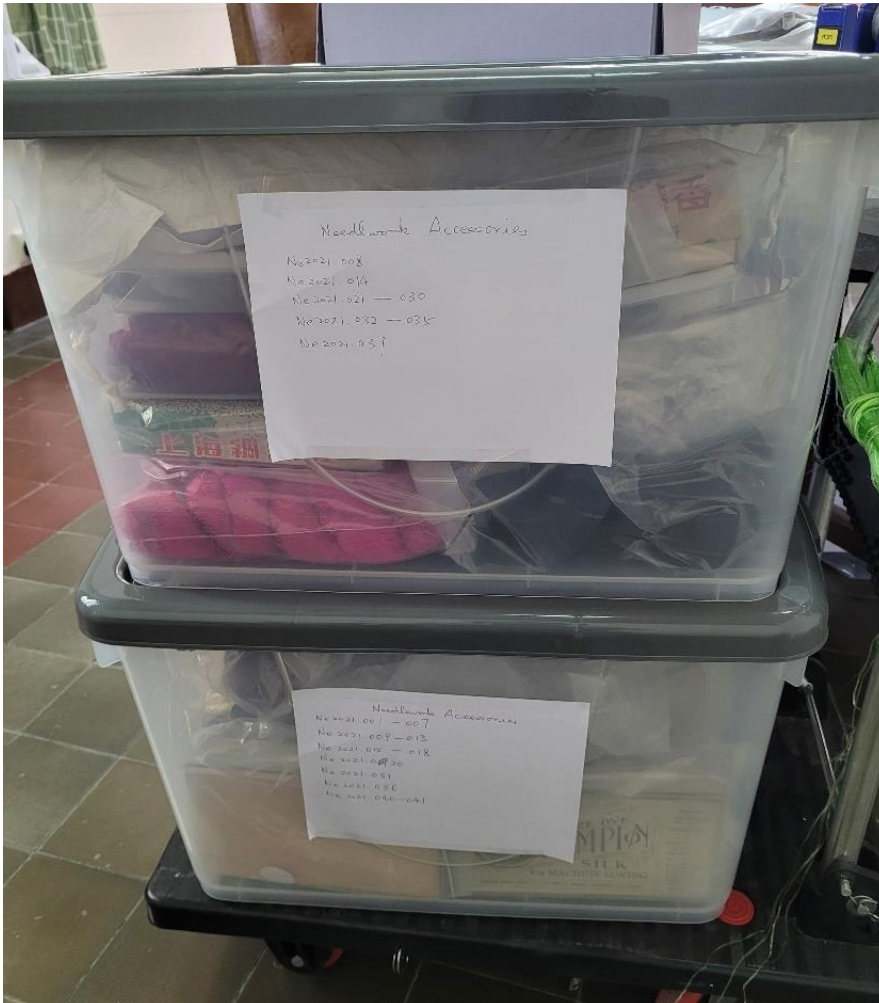


### 3. Needlework Accessories

- a. Long textile was rolled in rollers and protected with Tyvek



- b.



All needlework accessories stored in 2 plastic boxes



#### 4. Ceramics

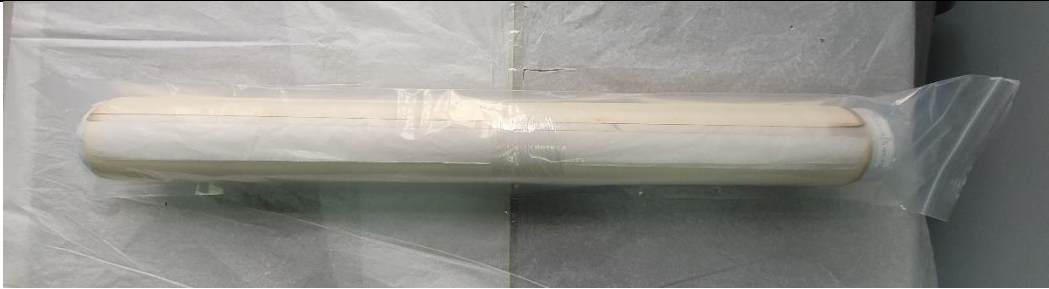
Ceramics are stored in plastic boxes with partitions



#### 5. Paper Collections

- a. Bible Story Sketches and Table Liners  
Rolled in rollers and packed in polyethylene bags





b. Tracing Cloth Rolls

Packed individually in polyethylene bags and stored in plastic boxes



- c. Paper Decoration supported by a hanging rack and stored in the water tank



## 6. Embroidery Stands

- a. Stored in temporary store





		
b.	Small stands could be placed in future storage cupboard	


## 7. Steamer Trunk

a.	<p>Stored in temporary store</p> 	
b.	If possible placed in storage cupboard of later storage room	

## 8. Double Deck Spring Metal Bed Frame

a.	Stored in temporary store leaning on wall
	
b.	Would be properly stored in later storage area

## 9. Desk Electric Fan

a.	Temporarily stored in plastic box
	
b.	Re-assembling when proper storage cupboard available

## 10. Plastic Cup

Plastic Cups were stored in layers in plastic box



## 11. Workbenches and stool

a. Stored in temporary store



b. Would be properly stored in later storage area



## 12. Ropes

Rope rolled on roller and stored in plastic box



## 14. Crates

- a. Stored in temporary store



- b. Would be properly stored in later storage area

## Recommendations

### 1. General condition of collections

- a. After conservation treatment, most collections are in stable condition
- b. Desk Electric Fan which has been repaired and the repaired joint is only barely strong enough to support the heavy motor housing and guard. An auxiliary supporting device was installed.

## 2. General storage condition

Storage cupboards would be acquired when a proper storage place is allocated.

### a. Small items

Small collections including ceramics, needlework accessories, order forms, plastic cups, tracing cloth rolls, ropes are individually protected by polyethylene bags and then stored in plastic boxes. Such boxes would be stored in future storage cupboards

### b. Rolled items

Rolled collections including Embroidery Patterns, Paper Table Liners and Bible Story Sketches are individually protected by polyethylene bags and placed in plastic boxes or containers

### c. Oversized items

Very large items such as Bed Frame, Steamer Trunk, Crate, Water Tanks, Embroidery Stand and Workbenches are not able to be accommodated by general storage cupboard. They are proposed to be stored in collection storage room and covered with polyethylene sheet.

## 3. General maintenance of collection

### a. Collections are all physically protected

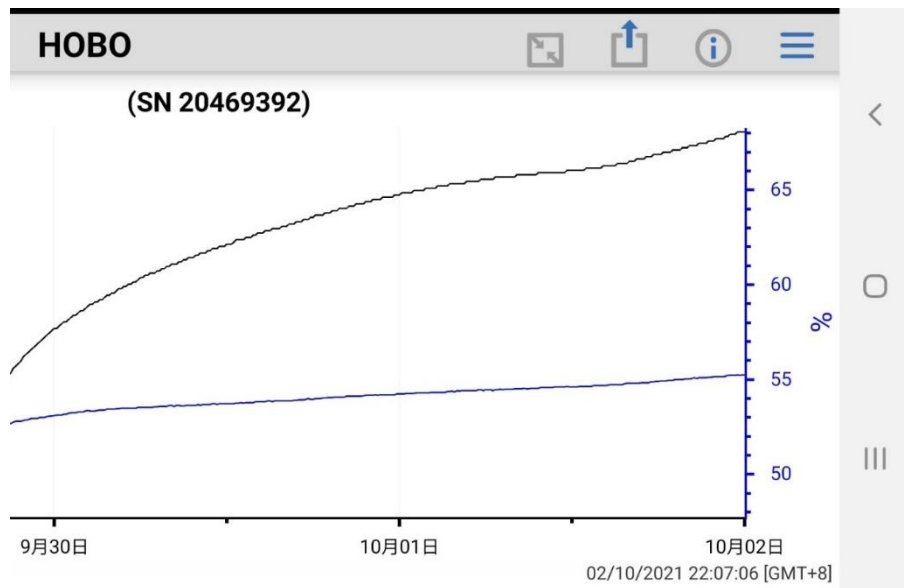
### b. Environmental requirements such as RH and temperature within storage area or storage cupboard should be maintained in a range of 50% to 60% and 20°C to 25°C.

### c. Three blue tooth RH/Temp sensors would be placed in appropriate locations to monitor the environment

### d. If RH/Temp of storage environment is not satisfactory, some RH controlling cartridges could be used in cupboards to enable a localized environment for the collections.

### e. As data collected in 3 days of Oct 2021. RH within the pattern storage cupboard was in satisfactory condition. Keep in view of RH in wet season.





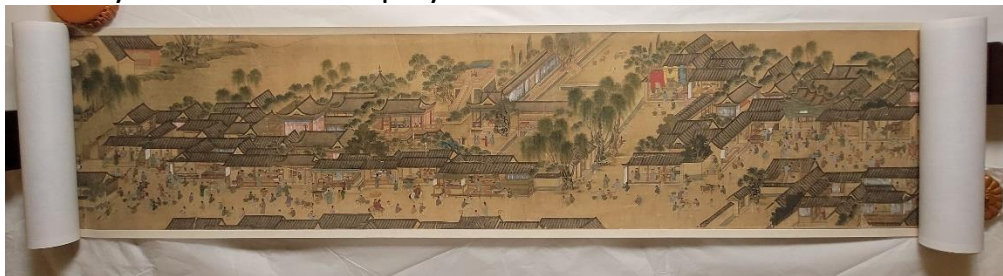
#### 4. Display of collections in future exhibitions

##### a. Order Forms

Mounting on museum board with polyester film corners.  
Either display horizontally or in a slanting position

##### b. Embroidery Patterns

Partially unrolled and display similar as handscroll



##### c. Needlework Accessories

###### i) Sewing thread spool –

Exhibits placed on museum board with some spools staying inside the half open carton box and some placing outside

###### ii) Sewing machine accessories could be mounted on black museum board to show their features

###### iii) Acrylic boards or racks could be used to allow exhibits displayed in different layers

- d. Embroidery Stands  
Stand could be erected to demonstrate its actual function during embroidery
- e. Ceramic –  
Some ceramics have seal mark could be displayed on an acrylic stand on a mirror.



~ END ~