



I found a piece of a
cataloged collection item.
What now?

Is it clear to which
collection item the
piece belongs?

No

1. Place piece in envelope
2. Label with location of find & any other info
3. Bring to Curatorial Assistant

Yes

Is the piece something that can be
safely stored with the collection item?

No: too fragile
or bulky

1. Place piece in envelope
2. Label with call number, original location in item, & any other info
3. Bring to Curatorial Assistant

Yes

1. Keep piece in original location in item if known.
2. Add Attention Flag to item with call number, note of location of piece, & any other details.
3. Fold acid-free paper around piece for protection if necessary: e.g. if piece is small, acidic, or would damage collection item.
4. Email all above info + call number to Curatorial Assistant.

For further details, see Folgerpedia article “Loose material in or from collection items”. When in doubt, ask Curatorial Assistant to follow up