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Collections



Manual

Collections Manuel

In this project you will learn how to catalogue your collection, how to label each piece and cross reference your collection records. You will learn about many different things you can collect besides dolls, stamps or rocks. You will learn how to care for some collectable items and how to display a sampling of your collections for exhibiting. We will list many different collectibles and you will realize that anything may be collected and have value.

Items to Collect

There is no rule as to what is categorized as a collectable. Items to collect are only limited by your imagination. One thing to consider is what are you interested in or what catches your eye. You do not want to collect something you have no interest in or you will not put your all into your collection. Listed below are just a few suggestions of items to collect:

Dolls or Bears	Stamps	Coins	Rocks	Spoons	Key chains
Belt Buckles		Cars	Figurines	Postcards	Pencils
Ticket Stubs		Books	Furniture	Sports Memorabilia	Clocks
					Baskets
					And So On

Cleaning & Storage of Items

Cleaning of old objects should be approached with care, get advice from someone who knows how to clean the item or research the subject in books or the internet. Improper cleaning can cause irreversible damage to a valuable object.

Housing your collection can be as simple as a loose-leaf cover with plain paper and stamp hinges to fasten postcards or as elaborate as a special cabinet with fitted drawers for a rock and mineral collection.

To protect from moisture you can use calcium chloride in your case. Moth balls will protect your collection from insect damage. Fragile and/or intricate objects can be protected from dust by placing them in a glass cabinet. A glass bubble can be used to cover single objects.

History & Labeling Your Notebook

Start by numbering each object in your collection. Use small labels fastened to your object with the Catalogue Number. This can be as simple as 1, 2, and 3 but would be better to code the type of collection. Example: T-01 could be for Toy 1 or SS -01 could be Seashell number 1. This is a good idea if you have more than one collection, this way they can be kept separate from each other.

The catalogue should be neatly printed or typed for readability and should be one sheet per item. Each object should either be photographed or have a picture drawn of it. You can also use a copy machine and take a picture of it that way. Each time you add an item to your collection you have to record it in your notebook. This notebook will be a lot of work your first year, but if you keep adding to the same notebook every year, it will be completed before you know it. You do not have to complete a new notebook each year.

You may also have your complete collection in the notebook, not just what you have on display, but also what you have at home. This will help the judge see that you have more to your collection and that you have recorded those items. The more facts you can obtain on every piece in your collection, the more valuable the collection will be to you.

Below is what information you must have on every item in your collection and place in your notebook.

Collection Example: Folding Fans

Catalogue Number: FHA - 15

Acquired: April 12, 1999 at an auction in Commiskey, IN

Price & Value: Paid \$3.75 and the current value is \$12.00

Description: Made of cloth wrapped around wood sticks. White in color with red birds on it.

History: Probably made in Japan in the 1930's. The lady who owned it was S. Baily.

By keeping your catalogue active, adding new items, researching the history of each item and providing photographs of the items; you have a complete reference to your collection for later years when your items could be valuable.

Things to Think About When Designing Your Exhibit

- When planning your exhibit, be sure to have the correct number of items for your division.
- Use care in choosing pieces you will display to show your collection to the best advantage.
- Use your imagination in setting up your display. Example, if you have a doll collection, you display larger dolls holding smaller dolls on her lap.
- Be sure to protect your items from theft or damage by covering them with plastic or glass.
- The 4-H Program is not responsible for theft or damage to your collection while on display at the fair. It is your responsibility to decide if your collection is too valuable to display. The value of the collection will not be taken into consideration when judged.
- It is a good idea to lock display cases. Security of the collections is the responsibility of the 4-H Exhibitor.
- Most items are considered single objects, but there are a few exceptions to this rule. Examples, salt & pepper shaker; sugar boat & creamer set; brush & comb set; block of four stamps; cup & saucer setting or washstand bowl & pitcher set. These items are considered one item not two. Generally, if the pieces are used together as a unit, the unit would be considered as one item for our purposes.

Judging Criteria

- Quality of Overall Display
- Items Numbered
- Use of Imagination for Display
- Notebook Information
- Neatness of Notebook
- Notebook Story Page
- Overall Effect

Last modified 11/1/14

Jennings County 4-H Collections Project Record Sheet

Name: _____ Project Division: _____

Club: _____ Telephone: (812) _____ - _____

1. What do you collect?

2. How many items do you have in your collection?

3. How do you catalog your collection?

4. Do you belong to a group or club having to do with your collection? If so, please explain.

5. Do you collect more than one thing? Circle one: Yes No If Yes, what else to you collect?

I understand that the Jennings County 4-H Program, Jennings County Community Building/Fair Board, Jennings County Extension Office and any staff or volunteers with the preceding organizations are not responsible for any theft or damage that occurs to my collection while on display at the Jennings County 4-H Fair.

4-H Project Member's Signature

___/___/___
Date

I have read this record and feel that it is complete.

4-H Leader's Signature

___/___/___
Date

This Record Sheet should be placed in your Green Record Book.

