



SAVING YOUR Treasures

A Website about what you can do to protect and preserve the things of importance in your life



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When You Come to the Gerald R. Ford Conservation Center for Conservation Treatment, Examination or Consultation

1. Call to make an appointment to have a conservator examine your objects or discuss a situation with your collection and give you a verbal indication of what needs to be done, what can be done, and how much it might cost. (\$40)
2. If you decide to proceed with your project, you need to pay a conservator to prepare a written proposal of work with a formal written estimate of costs for your project. (\$100) This documentation can be used for insurance and grant application purposes.
3. The conservator will prepare a written list of treatment steps needed and will test your object to be sure the methods and materials are safe and effective if it is a treatment project. For other work and consultation, the conservator will prepare a written proposal and estimate of costs. The proposal and estimate will be mailed to you.
4. Read the proposal and estimate when you receive it and decide whether or not to proceed with the project. If you do decide to proceed sign the proposal and estimate and return them to the conservator. This will give the conservator permission to proceed with the project. (\$ costs depend on treatment proposed.)
5. After the project or the treatment work is completed, you will be billed for the work. An invoice will be mailed to you for payment, which can be by check or cash. After payment is received for a treatment project, you can arrange a time to pick up your object from the Center. You will receive before and after treatment documentation images and a written treatment report for your permanent records.

Why Do I Need an Appointment?

Conservators do a lot of work off site, in museums for example, or even in other cities and states, so they may not be at the conservation center when you arrive without an appointment. Conservation labs cannot accept the liability or having objects dropped off, nor do they have the storage space to keep many objects. When you make an appointment, the staff will make sure someone is there to meet with you and help you move or carry your object. They will prepare a safe place to put your object so it can be unpacked and examined. Without an appointment these steps can not be done in advance of your arrival.

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