

**The Textile Conservation Workshop, Inc.  
3 Main Street  
South Salem, New York 10590**

—  
**(914) 763-5805**

## **Getting Started**

Thank you for your interest in learning about our procedures for the conservation of your textile. This section briefly walks you through our process.

The most straightforward first step is a phone call to the Workshop (914 763-5805) with a brief description of your textile and what you are interested in having done. We will try to narrow down your treatment choices and give you a very general idea of time involved. Once your piece arrives at our facility, you will receive a receipt and this will be followed by an Examination and Proposed Treatment Report.

The report evaluates the textile in terms of its condition, summary of fiber identification and solubility testing, and a description of the condition of the textile. Following this assessment, goals for treatment are set forth with possible benefits or risks and the recommendations for treatment. The treatment proposals are broken down into individual steps and an estimate is enumerated with the hourly charge for each step. The basic charge for this report is \$150. whether you proceed with the treatment or not. If a textile has a complex construction or is oversized, the charge for the Examination Report can go as high as \$500. After you have had the opportunity to read the report, and if you wish to proceed with any portion of the treatment, you will send us 50% of the stated amount for conservation and we will carry out the work. Our hourly charge is \$100. For large heavy textiles such as tapestries and rugs, the hourly charge could be as high as \$125.

If you decide to send the object to us, please pack it carefully, sealing the sturdy packing box in plastic wrap to prevent moisture damage during shipping. Please do not pack with styrene peanuts. If the textile is rolled, it would be best protected inside a shipping tube, and then covered with plastic. If there is a frame with glass, place tape over the glass in parallel lines, then pack the taped frame with glass in bubble wrap before putting it in the packing box. Also include a communication with your name, address, phone number and requests.

Shipping via United Parcel Service or Federal Express has been a satisfactory method of transporting textile objects. It is your responsibility to insure the textile during transit. UPS will accept appraisals up to \$25,000. Fed Ex will insure up to \$50,000, however, they do have a caveat that states they will not insure "items of extraordinary value including shipments containing such items as artwork, jewelry, furs, precious metals, negotiable instruments."

Once the textile is on our premises, you may wish to insure the piece while in our care, custody and control; the monthly charge is \$2 per each \$1000 of the value declared for your textile. It is not considered ethical for conservator's to appraise artifacts, therefore, we cannot evaluate the worth of your textile. Please call to make an appointment at (914) 763-5805, or contact us if you intend to send your textile/s to us. We are open Mondays through Fridays, 9:30-5:00.