

Fine Beads to Sort & Price - Instructions

Supplies

- ☐ Bead baggies (~100)
- ☐ Sandwich bags (~10)
- ☐ Gallon bags (~5)
- ☐ Merch tags (3" stack)
- ☐ Black sharpie
- ☐ Packaging tape
- ☐ Scale for small weights

Related Documents

[Pricing Fine Beads](#) (Specialist Project only)

Instructions

What Do “Fine Beads” Include?

Fine beads entail anything that are not craft beads or seed beads. They are typically made of glass, metal, clay, or stone.



Macro-Sort & Pack

1. **Bead Organizers** (with or without beads/ findings inside)
2. **Loose Beads**
3. **Packaged Fine Beads** (includes metal, glass, stone, clay, and wooden beads)
4. **Charms & Pendants**
 - a. Bag together and label “Jewelry - charms & pendants”
5. **Seed Beads**
 - a. Bag together and label “Seed Beads”
6. **Craft Beads**
 - a. Bag together and label “Craft Beads”
7. **Findings**
 - a. Bag together and label “Findings”

8. Misc/ Not Beads

- a. Bag together and label "Not beads"

Bead Organizers

1. Place all organizers in the bottom of your bin to return to the center. The bead specialist will price them.

Loose Beads

1. All loose beads fall into two categories: worth sorting and not worth sorting.
 - a. Beads worth sorting are larger (so easy to separate from the others), lampwork glass beads, seem really fancy/ expensive, or are super unique.
 - b. Most loose beads are not worth sorting. Use your best judgment.
2. Pull out all the beads you deem worth sorting. Put matching/ similar sets into appropriately sized baggies, add these to the 'Packaged fine beads' category.
3. Left-over loose beads that are not worth sorting:
 - a. Pour into one big bag, try to remove trash and debris as you do so.
 - b. Label the bag "Bead Soup". The bead specialist will confirm there it doesn't contain valuable beads then portion it out to sell for a discounted price.

Packaged Fine Beads

1. General Sort
 - a. Too heavy to hang
 - b. Strung beads
 - c. In original packaging
 - d. Beads in a very small quantity
 - e. All Others
2. Too heavy to Hang
 - a. Secure the package with clear tape/ staples. Do not attach a merch tag since it will just break and cause the beads to fall.
3. Strung Beads
 - a. Staple to a merch tag.
 - i. If there are multiple matching strings, staple several to the same merch tag.
 - b. Bag all together and label "strung beads to price".
4. In Original Packaging
 - a. Secure package shut (tape shut with scotch tape/ staple closed).
 - b. Make the package hangable. Many packages are already ready to hang, but some need a merch tag stapled to them to hang.
 - c. Put all the secured packages loose in the bin to return to the center.
5. Beads in Very Small Quantities
 - a. Beads in small quantities are either rare and expensive, so need extra research, or they are worth very little and need to be combined with other beads to be sold. The bead specialist will make these determinations and package them accordingly.
 - i. Generally, packages weighing ~15g and less are considered 'very small quantity'.

- b. Make sure each baggie or container is zipped shut. Put all the small packs into a gallon bag and label the bag “small quantities”.
 - i. Note, do not put a merch tag on any of the packages.
- 6. All Others
 - a. Staple a merch tag to each baggie.
 - i. Make sure the tag is centered and the hole is open, to be hung on a hook.
 - ii. Eliminate empty space at the top of the bag by rolling the top down once or twice before stapling the tag on. Generally, we want the bag to take as little space as possible while still showing the product.
 - iii. If you find variants of a similar shape/type/brand of bead that are worth keeping together, you can staple several baggies together to one hang tag (just don't make it too heavy).
 - b. Put all the secured packages loose in the bin to return to the center.

Preparing The Project to Return

1. Make sure to log your hours using the [Take Home Sign-up Form](#) and return your completed project to Processing.
In the bottom of the bin, put the bead organizers.
2. Then, put all the secured bags of beads ready to be priced, loose in the bin.
3. Then, put the bags of “bead soup”, “strung beads” and “small quantities”.
4. On top, put all the labeled bags of “Craft Beads”, “Seed Beads”, “Jewelry”, “findings”, and “not beads”.