

Vintage Paper Instructions

Supply List

- ☐ Black Sharpie
- ☐ Manila folders
- ☐ Scissors
- ☐ Merch tags (~20)
- ☐ Clear tape
- ☐ Rubber bands (~10)
- ☐ Price Dots (several sheets)
- ☐ Stapler & staples
- ☐ Small paper ephemera bags
- ☐ Large paper ephemera bags

Note to Volunteer

There have been instances in the past of inappropriate materials found in vintage paper projects. While the processing team does their best to filter out any of these items, there is a possibility you will be exposed to images or text of pornographic, racist, or otherwise offensive nature. **If you find anything questionable, sort it out and label it “Questionable Items”.**

Related Documents

[Vintage Training In-depth Instructions](#)

[Vintage Loose Ephemera Instructions](#)

[Vintage Items Instructions](#)

[Vintage Paper Sorting Labels](#)

Instructions

A. General Sort

1. Vintage Magazines
2. Vintage Books
3. Postcards
4. Mounted Photo Cards (cabinet cards)
5. Art Prints/ Posters/ Maps/ Blueprints
6. Envelopes with letters inside
7. Items to research (and possibly be sold individually)
 - a. Items that you think might be worth \$1 or more on their own and don't fit into above categories.

8. Loose ephemera
 - a. Loose papers and things that don't fall into above categories.
 - b. Envelopes without a letter inside.
9. Not vintage (post 1989)
 - a. Includes modern print outs of vintage ephemera.

B. Packaging and Pricing

- Postcards
 1. Bundle all together and label "Postcards". These are sorted by a different team.
- Vintage Magazines
 1. Sort into two categories: low value and medium-high value.
 - Low value
 - This includes most craft magazines, except some sewing magazines.
 - This includes most magazines with a stapled spine (vs. a bound, flat spine), except those on the Magazine Price Chart.
 - If in good condition, do not price or package, this will be sold for the standard magazine price of 25c or 5/\$1.
 1. You may also make bundles of these for the same price if you want, or add magazines to ephemera packs if you see fit.
 - If fragile or falling apart, put it in the "Loose ephemera" pile.
 - Medium-High Value
 - If listed on the Magazine Price Chart, use that pricing scheme.
 - If not listed on the Magazine Price Chart, follow the instructions for pricing [Vintage Items](#).
 - Put in a clear paper ephemera bag. Do not seal. Use a pricing dot to mark the price (so that the bag can be reused).
- Vintage Books
 1. Worth researching
 - Really good condition
 - More than 75 years old
 - High interest
 - Research and price based on size, condition, and interest level.
 - Package as needed to prevent further damage.
 2. Not worth researching
 - Really damaged
 - Less than ~75 years old
 - Price \$2-\$5 based on size, condition, and interest level.
 - Package as needed to prevent further damage.
- Mounted Photo Cards (Cabinet Cards)
 1. Price according to the Mounted Photo Cards Price List.
 - Except: Photos with a metallic sheen (sign it's been processed with silver bromide). Send these to the online store.
 2. Put in a small clear bag, staple closed and write the price on the bag.

- Art Prints/ Posters/ Maps
 1. Price according to the Art Prints/ Posters/ Maps Price List.
 - Only price actual vintage items, not reproductions. Give reproductions back to processing to price.
 2. Prints and Posters: Put in a clear bag, roll down top and staple a merch tag to the top to close.
 - Add info you found, like the year, to the price tag.
 3. Maps and blueprints: Roll, secure with rubber band, price with small piece of blue tape.
- Envelopes with Letters Inside
 1. Package in a clear plastic bag, staple a merch tag to the top, and price \$2.
 2. If there are multiple to or from the same person, package all together and price \$2 each.
- Items to research
 1. Follow the instructions in the [Vintage Items](#) document.
 - You can take lots of short-cuts because generally paper items won't be worth much.
 2. If at all delicate or small, package in a clear ephemera bag.
 3. If it turns out the item wouldn't be worth at least \$1 on its own, it should be added to an ephemera pack.
- Loose Ephemera
 1. Follow the [Loose Ephemera](#) Instructions.
- Not vintage
 1. If there are a lot of items that someone may want to buy all together (i.e. lots of modern print outs of vintage stuff), you can package it up like a ephemera pack, label it as such, and price it really low (i.e. "Vintage imagery \$1"). Shelf with the collage section.
 2. For everything else, sort it into two categories, bag, and label:
 - "Collage": anything that might go into a collage pack (imagery, old cards, photos, paper, etc.).
 - "Not vintage": not paper stuff to use for collaging.

Price Lists

General Pricing Conventions

- ★ Always round to the nearest 25¢
- ★ For anything less than \$1: use ¢ to the right, avoid decimals (i.e. 25¢, not \$0.25)
- ★ For any full dollar: use \$ to the left, avoid decimals (i.e. \$1, not \$1.00)
 - Unless if not full dollar, write as \$1.50
- ★ If pricing per measurement: round **down** the price to the nearest length/weight

General Price List

Item	Description/ Quantity	Price
Envelopes with Letter	Per each, keep sets together	\$2

Fixed Price Magazines &/or Books

Magazine Brand Name &/or Magazine Type	Price	Exceptions
Published By Walter T. Foster	\$2	
Time	\$5 average condition Range: \$3-7	
Life (includes all sizes & thinner educational stories)	\$5	Set aside major world events, 1930s editions,
The Saturday Evening Post (all eras/age, sizes)	\$8 average condition Range: \$4-10	Set aside any Norman Rockwell & J.D. Leyendecker covers
All common news magazines (inc. Look, Newsweek, Harper's, Rolling Stone)	\$5	Set aside any special edition stories &/or news magazines printed on newspaper
Large home magazines (inc. American Home, House Beautiful, Better Homes & Gardens)	\$6 average condition Range: \$5-7	
Womens' magazines - Better Homes & Gardens - Family Circle - Good Housekeeping - Ladies' Home Journal - McCall's - Redbook - Woman's Day & others that trad cater to women, fashion/catalogs	\$5 Range: \$4-6	Large Better Homes & Gardens can be priced on the higher end of the range
Specialty womens' mags & Specialty/ Really old and interesting Craft/ Sewing mags	\$4 Range: \$3-5	
Small pattern booklets	\$2	Set aside any virtually unused sets (ex. 5 1930s era Kodak booklets)

USA state travel mags/booklets (ex. TX Parks & Wildlife, Highways)	\$2	
Holiday poetry booklets (mainly Ideals Publishing Co, Hallmark)	\$2	
Music books (antique & vintage)	\$2	
Music sheets (antique & vintage)	\$2	
USED scrapbooks or photo albums	25-50¢/page depending on topic/interest/amt of pg filled	Send any scrapbooks falling apart to online store
UNUSED photo albums	\$5 (11.5" x 10") - \$7	
UNUSED record albums	\$5 (holds 10" records) - \$7 (holds 12" records)	

Mounted Photo Cards Price List

Size	Rough Measurements	Price
XXS	~2.75" x 1.75"	Put in ephemera pack
XS (CDVs)	~4" x 2.5"	50¢
S (cabinet cards)	~4.25" x 6.5" (general cabinet card size) - 5.25" x 7.75"	\$1-2
M (boudoirs)	~6" x 8.75" - 7.25" x 9.75"	\$2-3
L	~9.75" x 11.5"	\$3-4
XL	~14" x 17"	\$4-5

Art Prints/ Posters/ Maps Price List

Size	Rough Measurements	Price
S	≤ ~5.5" x 8.5"	\$1-3
Letter	≤ ~8.5" x 11"	\$2-4
Large	≤ ~18" x 24"	\$4-6

Poster/XL	> 18" x 24"	\$6-8
General Survey/ Topographic Map or Blueprint	Varies; average topographic map (22" x 30") but may be smaller or larger based on age	\$1-2

Ephemera Pack Price List

Item Description	General Amount	Price
Themed Mix-Pack	Size and quality range widely	\$5-\$15
Album Covers	Per each, depends on condition and interest level	25 ¢ - \$1
Book Covers	Per each, depends on condition and interest level	50 ¢ - \$2
Envelopes (no letter)	Per each	75 ¢
Magazines	Per 5	\$1
Magazine clippings	Sandwich Bag Full	\$1
Magazine/ Book Pages	Per ~10pgs	50 ¢
Newspaper	Per ~10pgs	50 ¢
Stamps	10-20 pc	75 ¢
Sewing Pattern Envelopes	Per each	10 ¢
???	Let us know what we should add to this!	???

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.
2. Next, have the "Magazine", "Posters" and "Photocards" priced and secured.
3. For items going to processing. On top, put the bag of "Not vintage" and the bags of "Collage" and "Postcards".