

Sable Loom Dye Archive

Swatch circulation register

Reader visits and swatch packets

The Sable Loom Dye Archive holds fictional colour swatches for a small weaving society. Readers consult sealed packets at the tables and return them to the counter. A packet is a reference object, not a dye recipe.

Reader counter

The reader counter opens at 10:20. Earlier arrivals wait in the entrance room until the shutter has been raised.

Packet limit

A reader may borrow 3 swatch packets per visit. The counter records the packet identifiers together rather than making a separate visit for each one.

First packet

New readers begin with the slate packet. Staff use it to demonstrate the label fold and the return envelope before handing over other packets.

Reference table

Readers unfold only the outer envelope at the table. The swatch remains inside its clear sleeve so that loose fibres do not settle on the tabletop.

Review stage

The indigo tray is used during the dry-light review. Packets reach that stage after the counter has checked the identifier against the visit entry.

Handling note

A pencil can be used on a reader's own notes. The archive does not permit ink marks on a packet envelope, even if the mark is intended as a temporary reminder.

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Review and return materials

The archive tracks visible changes to the outer envelope separately from the reader's notes. This page describes the materials used by archive staff during review and return. It applies to the swatch collection named on the cover.

Review holder

The dry-light review uses the indigo tray. Staff keep the tray level while reading the envelope identifier.

Closure

Returned envelopes are fastened with a copper paper clip. Tape is not part of the standard envelope closure.

Envelope count

Each reference packet contains 7 swatches. This count includes the narrow comparison strip next to the main swatches.

Colour notes

Staff copy the packet's colour names exactly into the ledger. They do not rename a colour to match the reader's description or a sample brought from home.

Release tag

A reviewed packet receives tag SL-28. The tag goes on the outer envelope and remains visible when the packets stand upright at the counter.

Damage record

A torn outer envelope is recorded without opening the clear sleeve. The counter replaces the envelope only after the current visit has been closed.

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Weekly filing

Weekly filing brings the visit entries and the returned envelopes together. A reader's personal notes do not become part of the archive. The archive keeps its record of packets distinct from any weaving instructions supplied by members.

Filing position

Closed visit entries are stored on shelf B7. The shelf holds ledgers and does not hold the sealed swatch packets.

Retained slip

The counter keeps each packet return slip for 26 days. After that interval the slip is removed from the visit-entry bundle.

Unspecified plan

The archive has not recorded a date for opening a second reading room. The present register contains no expansion calendar.

Ledger order

The weekly ledger is sorted by visit date. Within a visit, packet identifiers retain the order in which the reader received them.

Public display

Displayed colour names come from the archive labels. The weekly filing team does not add claims about lightfastness or dye ingredients.

Completion sign

A completed filing bundle carries a single folded corner on its cover sheet. Staff leave unfinished bundles flat so that another team can identify them.