

**The Capsule comes with one end already assembled.**

**After you have filled the Capsule with your chosen artifacts,  
knock the remaining Endcap onto the Capsule using a mallet  
in a series of taps around the circumference.**

**Make sure it goes down completely and evenly.**

**Please don't try it out empty as a test -  
once the cap is started, you won't be able to remove it !**

#### IDEAS

Remember to include some everyday small objects for the finders to discover. For example objects often carried on their person; such as a comb, a handkerchief, some coins, a wallet, a hairgrip, a pen, a lipstick or a piece of jewellery etc. Alternatively, you might include common items used for work, associated with a particular activity or in the home/school/workplace. These will all be of great interest to the people who open your capsule and add to their understanding of life today. It is quite common to put in a current year's coin so that any person uncovering the capsule in the future knows what year it was buried.

#### SUGGESTIONS FOR CONTENTS

Advertisements - Current	Diary	News of the day
Advertisements - for Antiques	DNA analysis	Newspaper Articles
Audio Discs	Essays	Newspapers
Autographs	Family pictures	Phone Book
Badges	Favourite Hat	Photos
Ballpoint Pen	Genealogical tree	Predictions about the future
Bank Statement & Cheques	Internet Information	Recipes
Bible & Prayer Book	Interviews with local dignitaries	Scientific magazines
Biographies	Invitations to Past & Current Events	Slide Rule
Blueprints	IQ Test	Stamps & Coins
Building plans	Legal Documents	Supermarket product list
Business cards	Letterhead	Ticket Stubs
Calculator	List of Corporate Executives	TV Guide
Calendars	Magazines & Catalogues	Weather statistics
Car sales brochure	Members, Parishioners, Students	Cricket ball
CDs or Memory sticks	Menus	Football
College marks	Movie Reviews	Golf Ball & Tee
Credit Card	Music	Sports Statistics & Scores
Current Coins		Team Jerseys



## Safe and Unsafe Materials

Electronics are a potential problem. If you choose to include compact disks or memory sticks, the equipment to play them back may simply not be available when the time capsule is opened. Include instructions on any intended playback equipment. In general, properly processed, fibre-based, black-and-white photographic prints, preferably treated with gold, selenium or poly-sulphide toner, keep best. Photographic films coated on a polyester base, rather than an acetate base, are more stable. Colour prints and slides can fade even when kept in the dark.

Objects made of rubber should not be placed in time capsules since rubber deteriorates over time, releasing sulphur. Polyvinyl acetate (PVAC) or PVC, including plastic food wrap, will deteriorate even in a sealed capsule and release acetic acid and hydrochloric acid, respectively, as they age.

All wood gives off acid vapours, especially oak, and must be sealed away from electronic equipment or metal articles, especially those made of lead, or lead-containing alloys, in the time capsule. Textiles should be clean and insect free.

Characteristics of fibres that might be used in a time capsule:

Cotton:	Acts as a humidity buffer if temperature changes
Polyester:	Stable
Silk:	May deteriorate in oxygen atmosphere
Wool and Hair:	Contain sulphur; may outgas and corrode metal

Newsprint is acidic, and can deteriorate easily. One alternative is to make photocopies on archival quality paper (high-alpha cellulose) with an alkaline reserve of pH 7.5-8.0. Another is to laminate the pages to protect them against the ravages of time.

We sell acid-free paper – please contact [info@timecapsulesuk.com](mailto:info@timecapsulesuk.com) if you require any sheets.

## The Time Capsule's Contents

### Some Do's

- Do use cotton gloves when handling all items so the acids in your skin oils do not contaminate the contents.
- Do include manufactured products which are ideally suited for time capsules: power tools, watches, calculators, etc.
- Do retain detailed records of the items that you place in the time capsule
- Do mention the reason for the capsule, who contributed to it and who was present at the burial, and list the materials and colours of the items
- Do list as much information as possible to help future conservationists identify the items inside. Make two copies, one to include in the capsule and one in safe keeping.
- Do separate contents by using polyethylene bags or boxes
- Do thoroughly clean and dry all contents before insertion
- Do include information how they were produced and on what equipment,
- Do identify in some way the location of your time capsule.

### and Don'ts

- Don't fold documents or papers sharply.
- Don't seal polyethylene bags.
- Don't include batteries from any electrical devices.
- Don't include thermally produced facsimile or scanner/plotter papers.
- Don't include food, candy, or food products as these may carry bacteria or moisture.
- Don't include staples, paper clips or rubber bands. They can corrode or leave a residue on your preserved items.
- Don't use poly vinyl acetate (PVAC) or poly vinyl chloride (PVC) shrink wrap or cling type films as protective wrappers.
- Don't be too secretive about your time capsule.