Choosing and constructing protective enclosures for library material

CARLI PRESERVATION WORKSHOP – MAY 8, 2019

Outline

How do I start?
- Books
- Pamphlets
- Photographs
- Flat paper

- Oversized flat paper/maps/architectural drawings
- 3D Objects
- Encapsulating objects
- Materials to Use
Where to begin?

How will this material be used?

Where will it be stored?

High density storage*

Open stacks

Closed stacks

Where to begin?

Image: Transportation bins used by NUL for offsite storage
Housing preferences

NUL Housing Preferences

1. Standard housing
2. Customize a standard housing
3. Order a custom housing
4. Create a custom housing

What are your housing preferences?

Books

Types of boxes
- Wrappers/tux boxes/tuxedo boxes/4-flap
- Phaseboxes
- Kaseboxes/clamshell/presentation boxes/pizza boxes

Pros/cons
Wrappers

Samples of tombstones from the McDowell Collections

Phasebox
Kaseboxes & other custom enclosures

Kaseboxes & other custom enclosures
Clamshell or presentation box

Document and Paige boxes
Pamphlets

Types of pamphlets
Pros/cons
Suppliers

Photographs

Identify your photographs
Supplies
PAT testing
Mylar vs Paper folders
Housings
Flat paper

Storage in flat files or boxes
Number of items per folder
Paper folders, mylar sleeves, encapsulation
When to matt objects

Check list for flat paper objects

<table>
<thead>
<tr>
<th>Condition</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the object brittle?</td>
<td>Drawer – Object is larger than 19” at the largest dimension*</td>
</tr>
<tr>
<td>Is the object friable?</td>
<td>Folder – Object is smaller than 19” at the largest dimension*</td>
</tr>
</tbody>
</table>

*NUd determined housing specification based on our shelving units
Check list for flat paper objects

<table>
<thead>
<tr>
<th>Media</th>
<th>Housing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mat Preferred</td>
<td>Mat</td>
</tr>
<tr>
<td>Hand applied media</td>
<td>Standard Sizes</td>
</tr>
<tr>
<td>Intaglio art prints</td>
<td>2ply</td>
</tr>
<tr>
<td>Silkscreen</td>
<td>4ply</td>
</tr>
<tr>
<td>Folder Preferred</td>
<td>Display overmat</td>
</tr>
<tr>
<td>Lithographs</td>
<td>float</td>
</tr>
<tr>
<td>Relief prints</td>
<td>2 sided</td>
</tr>
<tr>
<td>Industrial intaglio</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Folder</td>
</tr>
<tr>
<td></td>
<td>20pt folders</td>
</tr>
<tr>
<td></td>
<td>Paper folder with depth or stiffener added</td>
</tr>
<tr>
<td></td>
<td>Mylar L-sleeve w/alkaline backing sheet grouped in paper folder</td>
</tr>
</tbody>
</table>

Oversized flat paper
Oversize flat paper

Flat vs rolled storage
Buffered vs unbuffered papers
Additional resources

Oversize flat paper
3 Dimensional objects

Special Collections storage areas

3 Dimensional objects
3 Dimensional objects

3 Dimensional objects
Housing Supplies

Beware of “archival” material
Mylar
Glassine
Buffered paper/tissue
Unbuffered paper/tissue
Bubble wrap
Ethafom and volara

Thank You!

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