

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

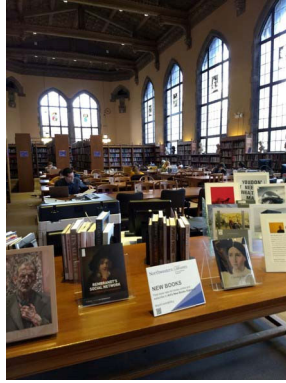
Where to begin?

How will this material be used?

Where will it be stored?



High density storage*



Open stacks



Closed stacks

Image from: <https://www.ucalgary.ca/utoday/issue/2016-08-26/high-density-library-receives-lead-gold-certification>

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

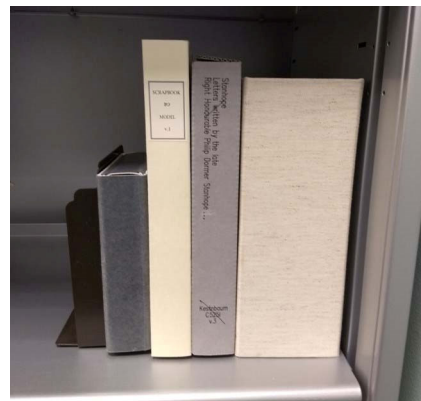
Types of boxes

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

Condition

Is the object brittle?

Is the object friable?

Size

Drawer – Object is larger than 19” at the largest dimension*

Folder – Object is smaller than 19” at the largest dimension*

*NUL determined housing specification based on our shelving units

Check list for flat paper objects

Media

Mat Preferred

Hand applied media
Intaglio art prints
Silkscreen

Folder Preferred

Lithographs
Relief prints
Industrial intaglio

Housing

Mat

Standard Sizes
2ply
4ply

Display

overmat
float
2 sided

Folder

20pt folders
Paper folder with depth or stiffener added
Mylar L-sleeve w/alkaline backing sheet grouped in paper folder

Oversized flat paper



Oversize flat paper

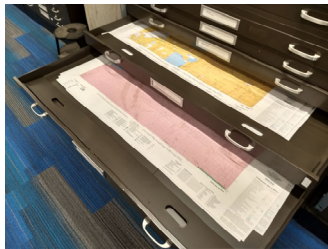
Flat vs rolled storage

Buffered vs unbuffered papers

Additional resources



Oversize flat paper



3 Dimensional objects



Special Collections storage areas

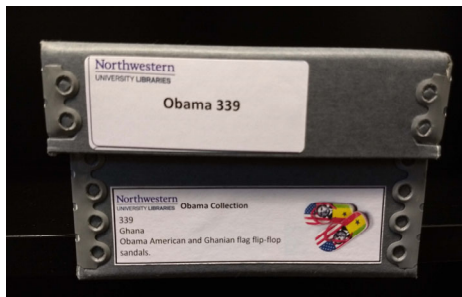
3 Dimensional objects



3 Dimensional objects



3 Dimensional objects



Housing Supplies

Beware of "archival" material

Mylar

Glassine

Buffered paper/tissue

Unbuffered paper/tissue

Bubble wrap

Ethafoam and volara



Thank You!

