

NO BOUNDARIES IN PRESERVATION

SMALL ACTIONS, BIG RESULTS: Archival Storage Enclosures for Collections



THE UNIVERSITY of NORTH CAROLINA
GREENSBORO
University Libraries

Enclosures for books and documents

THREAD, AWL AND SCISSORS



ARCHIVAL ADHESIVE



ARCHIVAL BOARD



BOOKCLOTH



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ARCHIVAL STORAGE ENCLOSURES FOR COLLECTIONS

Libraries and archives make use of protective enclosures to safeguard their collections. These archival storages are supposed to work as a barrier against acidic materials and to add extra support against further damage.

Many types of enclosures are available on the market in an array of different materials, all with a design that could fit almost any item of your collection.

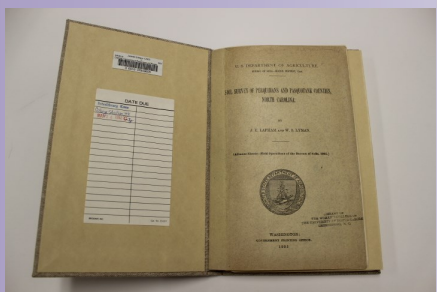
From simple envelops, folders, sleeves, binders, four flaps and boxes, to more complex and custom made ones, like clamshell boxes.

This poster will focus on showing the making of basic archival enclosures for books and pamphlets.

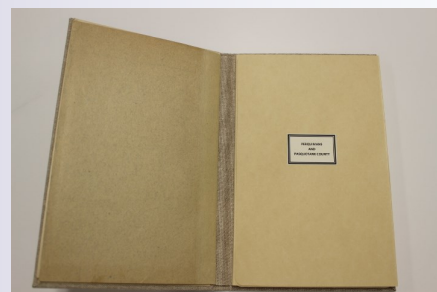
Before buying your archival storage, carefully do research on their components. Make sure they meet conservation standards for the specific materials you will store. This will reinforce the durability and protection of your collection.

A FOUR-FLAP ENCLOSURE AND PAMPHLET IN BOOK FORMAT

Many times books or pamphlets are accompanied by additional materials that need to be kept together. A pamphlet may be sewn into a constructed cover and the additional pieces, if not too thick, may be stored in a four-flap enclosure that is attached to the back cover of the book.

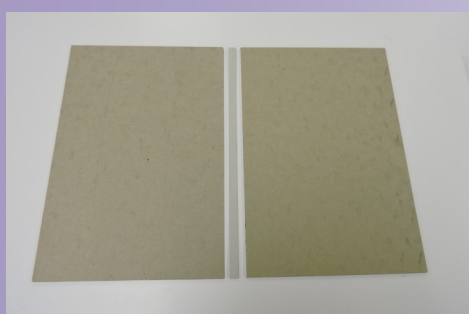


Inside front showing pamphlet sewn into a constructed cover.



Inside rear showing four-flap attached to back cover.

HOW TO in FOUR STEPS



1. Cut the boards bigger than booklet size/four-flap. Cut card stock for spine. Cover the boards with book cloth to create the book cover.



2. Cut a piece of book cloth, fold and sew the booklet through hinge. This hinge cloth is then glued into the inside of the book cover.



3. Create a four-flap enclosure to store loose materials. Four-flap should be equal to the size of booklet. This is adhered to the back interior cover.



4. Detail of booklet attachment. After attaching both the booklet and four-flap, the front inside board could be covered with card stock or book cloth.



5. Final work with printed labels.

CLAMSHELL ENCLOSURES

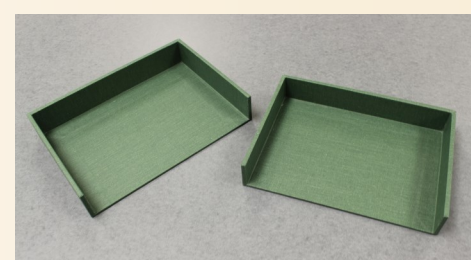
Clamshell Boxes are a very durable solution for housing special items. They are a sturdy enclosure for materials, protecting them from harmful environmental issues such as dirt and light.



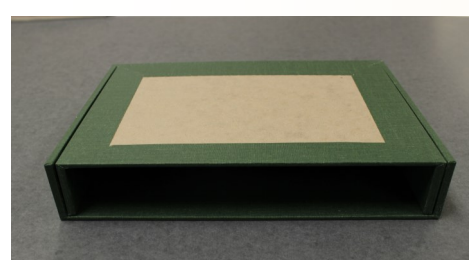
1. Accurately measure the item. Cut board for first inner tray.



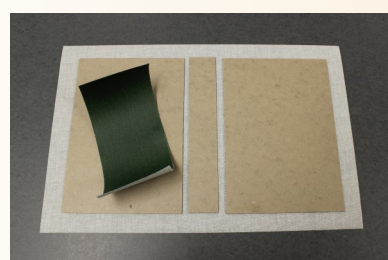
2. Construct inner tray and cover with book cloth.



3. Take outside measurements of first tray. Build second tray to fit around first tray.



4. Trays should fit snugly together, but not too tightly for easy movement to open.



5. Using outer measurements of the larger tray, construct the cover for the box.



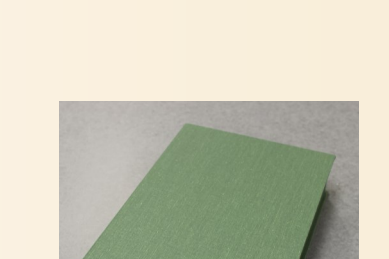
6. The cover will usually extend an 1/8" beyond the trays, mimicking a traditional book cover.



7. The two trays and the box cover.



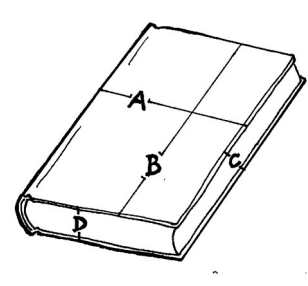
8. Glue the trays in position on the cover. Place weights on to trays while drying to ensure a firm attachment.



Completed clamshell box.

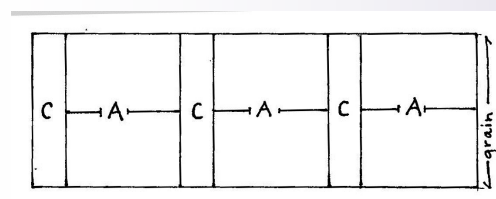
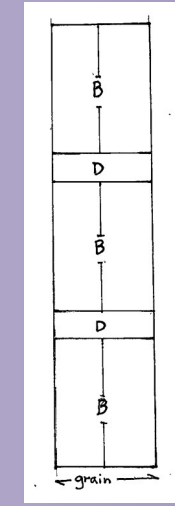
FOUR FLAP ENCLOSURE

A simple two-piece four flap enclosure is a great solution for wrapping a fragile book or a collection of manuscripts that need to be protected.



Careful measurements are made of the item to be enclosed.

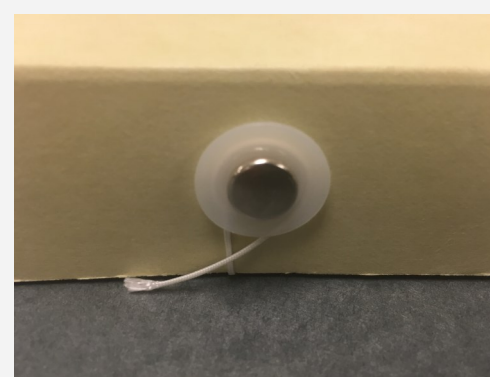
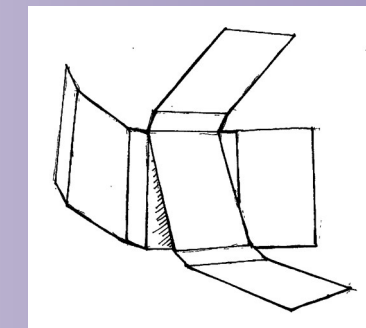
The inner flap is cut to the width of the item and the length is three times the height plus two times the thickness of the item.



The outer wrapping piece is cut to the height of the item and three times the width and three times the thickness of the item.



These two pieces are attached perpendicular to each other. They then can be secured with a cord or rivets.



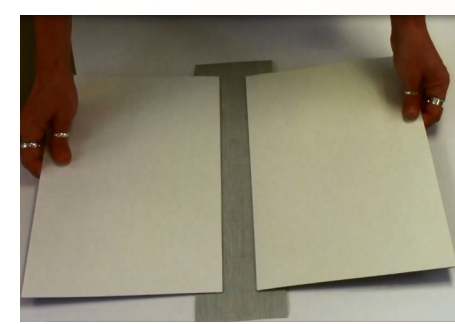
Enclosures may be secured in many different ways. Rivets and string are a handy system. Cording may be used to wrap around the enclosure and tied on the front.



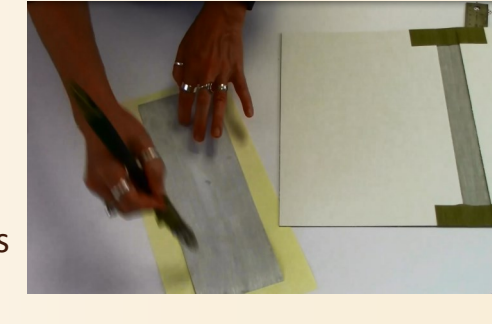
Simple Single Fold Binder



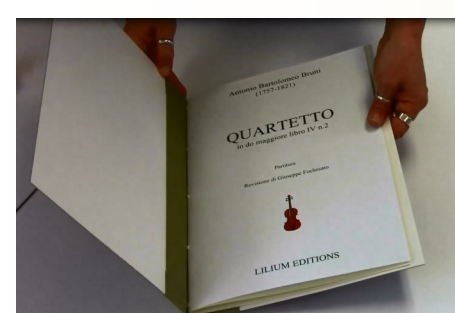
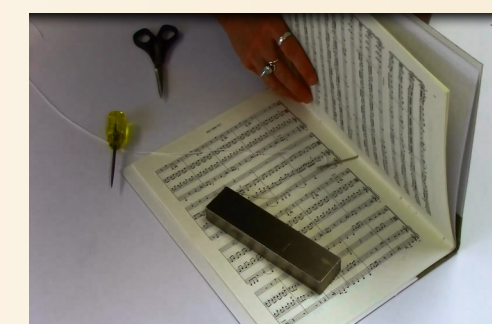
A durable and simple cover can be created for single fold pamphlets. You need two boards, cut the width of the item and 1/8" longer both top and bottom than the item. Two pieces of cloth are needed, 5" wide. One will cover the outside of the binder and the other will be used to cover the inside.



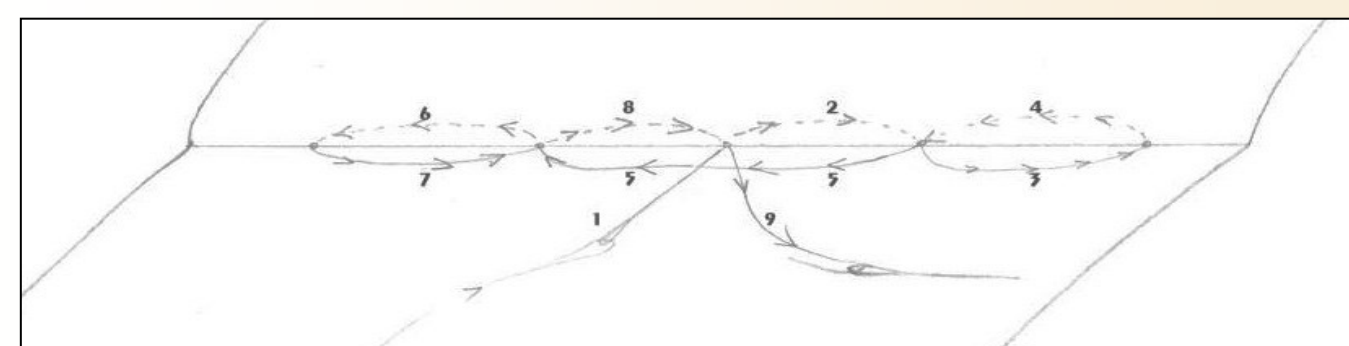
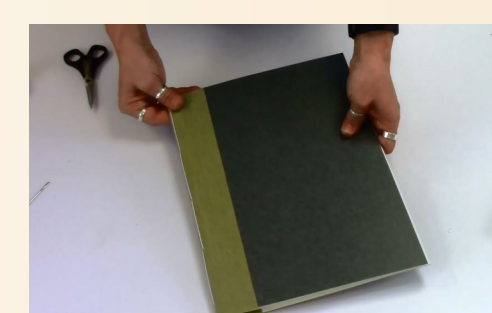
Glue the boards to the outer cloth. Space them 3/4" apart. If your item is thicker than 1/8" then add the thickness measurement to the spacing width to make sure the binder will properly wrap around the pamphlet.



Remove any old staples or thread from the pamphlet. It may be necessary to use an awl to create holes through which your thread can pass. Place the pamphlet into the new binder and sew through the center fold through to the outside. A good quality linen or nylon thread may be used.



See sewing diagram below.



MATERIALS

- Archival boards
- Card Stock 350g. / 400g.
- Book cloth
- Thread
- Needle
- Awl
- Bone folder
- Ruler
- Cloth ribbon
- Rivets
- Weights

Keep in mind!

Consider conservations standards such as:

- Acid-free papers and boards
- An 8.5 pH
- Calcium carbonate reserve
- Lignin free
- Acid-neutral adhesives

