

Caring for your collections: four-flap enclosure

This simple storage enclosure is suitable for photographic negatives and prints in good condition. Once placed in the four-flap, store vertically in suitable boxing such as polypropylene or archival board storage boxes. Do not over pack the box. This system is not suitable for broken glass or ceramic plates or objects with damaged emulsion. Please contact the SLQ Conservation Unit for advice on how to house this type of material.

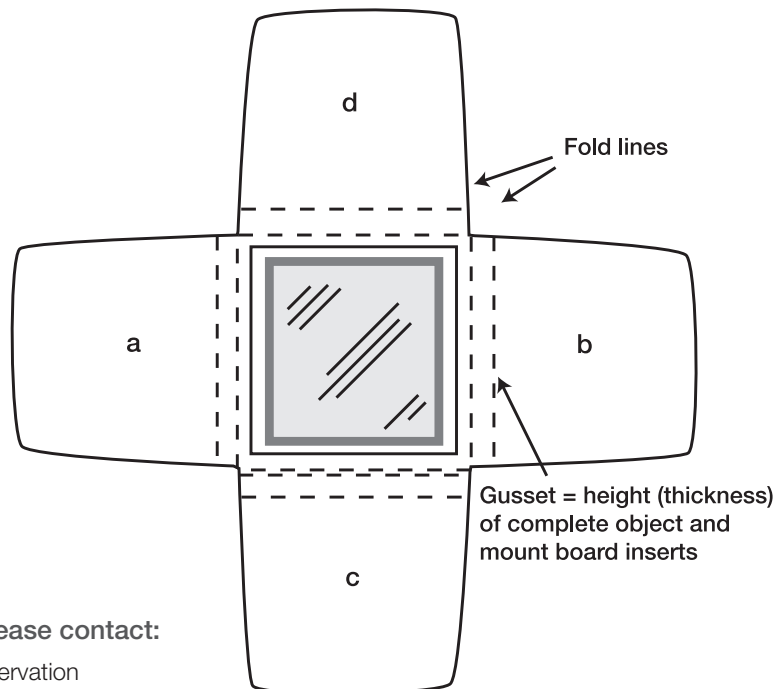
Materials

Unbuffered, acid-free (pH neutral), lignin-free and sulphur-free pure cellulose paper or light board (i.e. 100% cotton fibre paper such as alpha cellulose paper or good quality unsized artist "rag" paper). Ideally, material used should have passed the Photographic Activity Test (PAT) (ISO 18916).

Bone folder for creasing, Stanley knife, steel ruler and cutting mat.

For added protection and rigidity, sandwich negative or print between two pieces of photographic mount board (pH neutral, 100% cotton fibre). This is particularly important for photographs on glass.

Object's Actual Size: (all measurements in mm)	Object Length = Object Width = Object Depth =
Base size: Object Length + Width =	Gusset: Object Depth =
Flap A: (Gusset + Object Width) - 3 mm = (taper edges slightly)	Flap B: Gusset + Object Width = (taper edges slightly)
Flap C & D: Gusset + Object Length = (taper edges slightly)	



Need further information? Please contact:

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