

Caring for your collections: How to make a four-flap enclosure

This simple storage enclosure is suitable for storing small books, negatives, and prints in good condition. It offers good light support and is ideal for packing into other larger archival boxes.

Example:

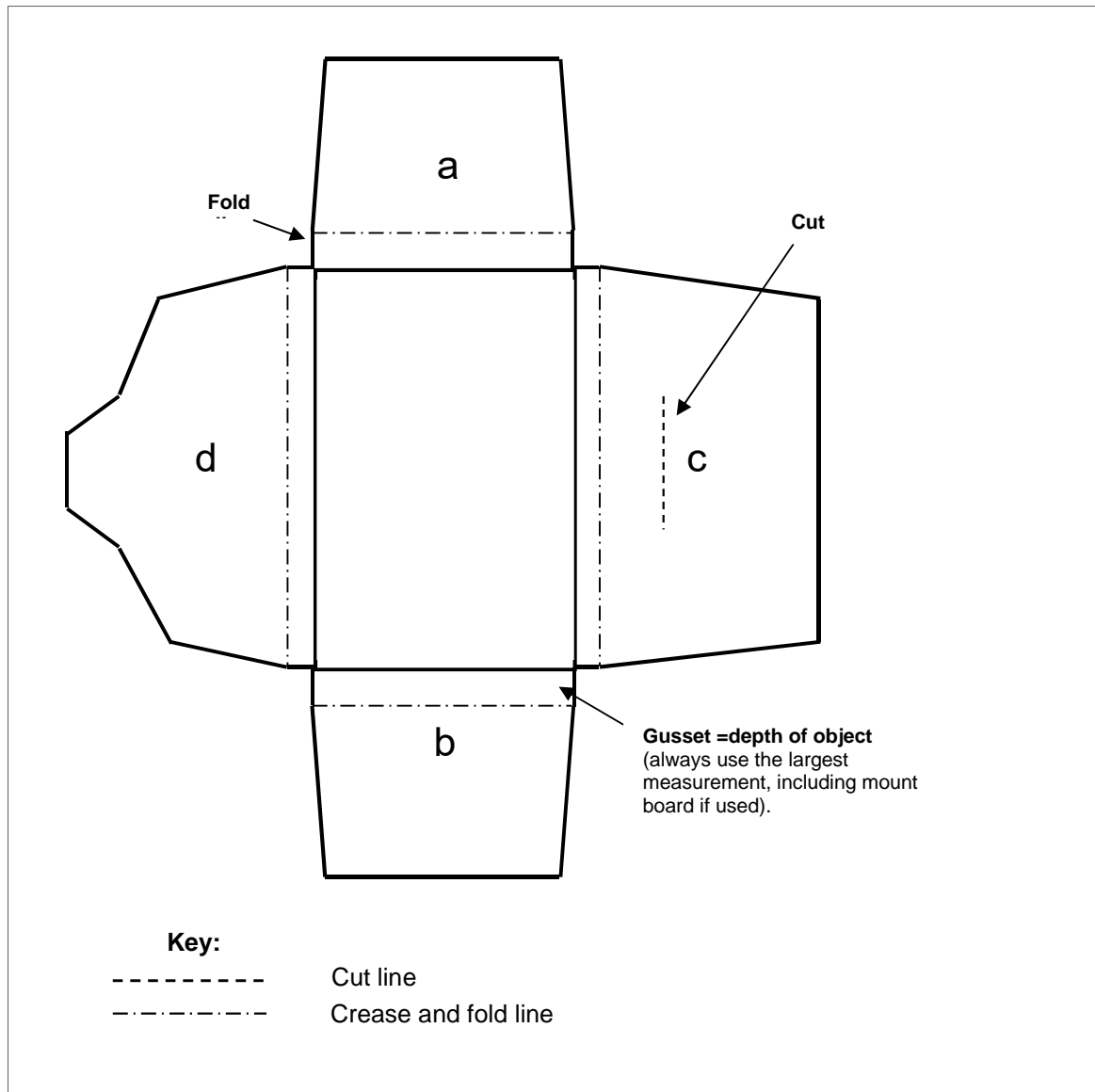


Materials:

- Unbuffered, acid-free (pH neutral), paper or light board (i.e. 100% cotton fibre paper such as alpha cellulose paper or good quality un-sized artist ‘rag’ paper). Ideally, material used should have passed the Photographic Activity Test (PAT) (ISO 18916).
- For added protection and rigidity, sandwich negatives, prints, or fragile items between 2 pieces of photographic mount board (pH neutral, 100% cotton fibre). This is particularly important for photographic processes on glass and ceramic but is recommended for all material.
- Bone folder for creasing, Stanley knife, steel ruler and cutting mat.

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

Diagram:



The procedures described here have been used by State Library of Queensland in the care of its collections and are considered suitable by State Library as described; however, State Library will not be responsible for damage to your collections should damage result from the use of these procedures.

Need further information?

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