ENCAPSULATION

Basic Preservation Techniques

Farmingdale Public Library
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Sponsored by: LILRC Conservation & Preservation Committee
Overview

Encapsulation is the process whereby documents are encased between two pieces of inert plastic, creating an envelope which protects the document from the environment while supporting the overall structure of the work.
Encapsulation
Steps 1 & 2

1. Lay out a piece of 3mm Mylar, and position the item to be encapsulated on top.

2. Measure the length and width of the item, and add 1 inch to each side; cut the piece of Mylar.
Encapsulation
Steps 3 & 4

3. Position the item to be encapsulated on the center of the Mylar.

4. Place a weight on top of the item to be encapsulated.
Encapsulation
Steps 5 & 6

5. Measure ¼ inch from item’s edge, and measure out a piece of double-sided tape the length of the side.

6. Repeat Step 5 on the adjacent side. Do not overlap the tape- leave a small space between each end of tape to allow the item to breath.
Repeat Step 5 for the third side of the item, and then check the spacing around the item.

8A. Repeat Step 5 for the 4th side.
Encapsulation
Steps 8B & 9

8B. Cut each piece of double-sided tape after affixing the loose end to the Mylar, and unrolling the tape along the item’s side.

9. Place equally sized piece of Mylar on top of the item.
Encapsulation
Steps 10 & 11

10. Holding the top piece of Mylar with one hand, remove the weight, and place it on top of the two pieces of Mylar.

11. Roll back the short end of the Mylar, and peel off the top piece of double-sided tape backing.
Encapsulation
Steps 12 & 13

12. Slowly roll back the folded over end of Mylar onto the top, adhesive side of the Mylar, and apply even pressure to adhere.

13. Reposition the weight near the short side end of the Mylar.
Encapsulation
Steps 14 & 15

14. Roll back the top side of Mylar towards the affixed end, and re-place the weight on the item.

15. Peel back the top side of the double-sided tape’s backing half way down each parallel length of tape.
Encapsulation
Steps 16 & 17

16. Slowly roll back the Mylar onto the parallel pieces of exposed double-sided tape, and apply even pressure to adhere.

17. Peel back the remaining top side of the double-sided tape’s backing.
Encapsulation
Steps 18 & 19

18. Repeat Step 16 for the remainder of folded over Mylar.

19. Use the brayer to smooth out all sides of the enclosure.
Encapsulation
Steps 20 & 21

20. An alternate method to Step 19 is to use an index card and bone folders to smooth down each side of the enclosure.

21. Using a straight edge and scalpel, trim off any excess Mylar.
22. Use the corner rounder to round out each side corner of the enclosure to prevent tearing.

23. Review the work, and then file the item.
THANK YOU!

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