ENCLOSURES

Basic Preservation Techniques

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

Enclosures protects documents, media and artifacts from environmental pollutants such as dust, light, insects and more. They come in many forms and sizes, and may be easily adapted to the document or artifact.
Enclosures – Phase Boxes (E-flute Corrugated Board)
Steps 1 & 2

1. On a cutting surface, lay down a piece of phase box board, and place the book to be boxed on top.

2. Align the edges, and mark the book’s length and width.
Enclosures – Phase Boxes (E-flute Corrugated Board)
Steps 3 & 4

3. Weigh down the board, and using a ruler and box cutter cut the board to size.

4. Lay out the book on the board, and mark the top fore edge.
Enclosures – Phase Boxes (E-flute Corrugated Board)
Steps 5 & 6

5. Using the straight edge of a T-Square, press down and crease the board along the fore edge mark.

6. Fold the book and lower half of the board over, and mark the second fore edge.
7. Using the straight edge of a T-Square, press down and crease the board along the second fore edge mark.

9. Fold over the bottom and middle edges, and mark the fore edge.

10. Using the straight edge of a T-Square, press down and crease the board along the fore edge mark.
Enclosures – Phase Boxes (E-flute Corrugated Board)  
Steps 11 & 12

11. Mark the outside edge of the folded over board.

12. Crease and fold the top layer over board over the book and bottom board flap.
Enclosures – Phase Boxes (E-flute Corrugated Board)
Steps 13 & 14

13. The folded flaps serve as the inner portion of the phase box; place the box on a piece of binder board.

14. Measure the width of the side board, and crease it along the mark using a T-Square.
Enclosures – Phase Boxes (E-flute Corrugated Board)
Steps 15 & 16

15. Fold the flap and inner box over, and mark its fore edge.

16. Crease the board using the T-Square.
Enclosures – Phase Boxes (E-flute Corrugated Board)
Steps 17 & 18

17. Match up the inner fold to the fore edge, trim as needed.

18. Mark the fore edge of the inner box.
Enclosures – Phase Boxes (E-flute Corrugated Board)
Steps 19 & 20

19. Using the straight edge of a T-Square, press down and crease the board along the fore edge mark. Fold the second flap over the inner flap.

20. Trim off excess board.
Enclosures – Phase Boxes (E-flute Corrugated Board)
Steps 21 & 22

21. Round the corners using a corner rounder.  
22. Apply PVA to the back of inner box.
Enclosures – Phase Boxes (E-flute Corrugated Board)
Steps 23 & 24

23. Affix the inner box to the center section of the wrap-around outer box. Make sure the top, folded over end aligns with the top edge of the outer wrap-around box.

24. Press down firmly, and smooth out the flaps.
Enclosures – Phase Boxes (E-flute Corrugated Board)
Steps 25 & 26

25. Place a piece of silicone or parchment paper on top of the inner box's, center flap.

26. Place a board over the parchment or silicone sheet.
27. Place a weight on top of the board, and allow the box to dry overnight.

28. Affix double-sided Velcro dots to the top, edge of the upper, outer flap.
Enclosures – Phase Boxes (E-flute Corrugated Board)  
Steps 29 & 30

29. Affix double-sided Velcro dots to the bottom, edge of the upper, outer flap.

30. Fold over the outer flap.
Enclosures – Phase Boxes (E-flute Corrugated Board)  
Steps 31 & 32

31. Press down firmly.

32. Lay out a piece of scrap paper, and the box’s label printed side down.
Enclosures – Phase Boxes (E-flute Corrugated Board)
Steps 33 & 34

33. Spread PVA over the back of the label using a brush.

34. Center and affix the label to the face of the box.
Enclosures – Phase Boxes (E-flute Corrugated Board)  
Steps 35 & 36

35. With the flat edge of a bone folder, smooth out the label’s edges and face.

36. Place a piece of parchment or silicone paper over the label, and place a weight on top. Allow the label to dry overnight.
Enclosures -- Pre- Folded Phase Boxes

Steps 1 & 2

1. Compare the sizing of the phase box to the book or work.

2. Unfold the phase box flaps, and place the book in the center.
Enclosures -- Pre- Folded Phase Boxes
Steps 3 & 4

3. Lift up the fore edge flip, note the corresponding fold line to the book’s top edge.

4. Align the ruler’s edge with the appropriate fold mark.
Enclosures -- Pre- Folded Phase Boxes
Steps 5 & 6

5. Press down on the fold mark, and score it with the edge of a bone folder.

6. Press down on the ruler with one hand, and lift the flap along the scored line.
7. Fold over the flap, and flatten down the scored fold with the bone folder, working from the center out.

8. Repeat Steps 3 – 7 on the corresponding, opposite flap.
9. Score the corresponding fold on the bottom flap, and fold it over.

10. Score the corresponding, opposite flap and fold it over the bottom flap.
Enclosures -- Pre- Folded Phase Boxes
Steps 11 & 12

11. Fold over the inner side flap.

12. Fold over the outside side flap.
Enclosures -- Pre-Folded Phase Boxes
Steps 13 & 14

13. Select Velcro dots, and place each side together.

14. Affix the two piece dot to the center fore edge of the outer fold.
Enclosures -- Pre-Folded Phase Boxes
Steps 15 & 16

15. Fold over the phase box cover, and press down over the Velcro dot.

16. Open the phase box, and ensure each side of the Velcro dot is secure.
Enclosures -- Pre- Folded Phase Boxes
Step 17

17. Repeat the process as needed for each book to be enclosed.
Custom Enclosures – Double-tray Boxes

Top View

Side Hinge View
Custom Enclosures – Double-tray Boxes

Side Hinge [Closed] View
Custom Enclosures – Four Fold Phase Box

Four Fold Phase Box Top View  
Top and Bottom Flaps [Closed] View
Custom Enclosures – Four Fold Phase Box

Inner Side Flap [Closed] View

Outer Side Flap [Closed] View
Custom Enclosures – Four Fold Phase Box

Four Fold Phase Box [Closed & Tied] View
THANK YOU!

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