

HOUSING DESCRIPTIONS

COMMERCIALY AVAILABLE HOUSING:

Polyester Film Enclosures: Enclosures can come in many formats, including L-weld, match-book wrap, and pockets. Although polyester film enclosures protect against handling while allowing visibility, they provide limited protection against light and acidity trapped inside (unless absorbed by a buffered paper insert), and can not be used with friable media because static electrical force can dislodge particles. Sets of sheets are held together with pins, paper clips or rusty staples, remove the metal fasteners and place the set of sheets in a separate polyester film enclosure flagged as a set. If the staple is secure and not rusty, leave it in place. Note that the polyester film enclosure must always cover the object, if possible leaving a half inch of margin. Effort should be made to place items in a readable orientation within enclosures; i.e. the item's bottom edge down and front forward within the enclosure. If the item is greater or equal to 9 3/4" tall, it must be placed sideways; if it is bound material, it should be placed spine down into the single or double fold of the enclosure. Torn or brittle single sheet items need individual polyester film enclosures. Note that items executed in dry media such as pastel or charcoal should not be in direct contact with polyester film due to static electricity. Irregularly shaped items and leaflets with fragile spines require polyester film enclosures. (Brittle paper is manifested by severe discoloration, crumbling edges and fracture. Active tears or losses are those which will increase with further handling unless placed in a polyester film enclosure.) Mounted illustrations or other types of items mounted on poor quality board need a rigid support within a polyester film enclosure. Photographs require an alpha-cellulose sulfur-free and alkaline-free rigid support. Three sizes of multi-pocket polyester film, sonically welded, can be used to individually house postcards and small pictorial graphics. These pockets serve to evenly distribute the material within the box, eliminating overfilled bulky envelopes at the bottom of the box, in addition to providing visibility and protection. Single section pamphlets less than 10" x 15" should be protected by a polyester film enclosure.

Acid-free paper folders: Single and double fold crease folders and four-flap enclosures can be used to store sheets of paper (up to 15 or so) either individually or protected by polyester film enclosures. Sets of sheets of paper can be stored in folders with a double fold (or 1/4 spine); thin pamphlets of similar size can be layered to a thickness. The item must never extend over the edge of the folder, because this allows the edge to be damaged; it should stand 1/4" below the upper edge of both folder covers. If possible, place items of a similar size in one enclosure. Try to evenly distribute the material within the folder by placing items less than 9 3/4" side by side, without overlap, creating two or more piles within the enclosure. Not more than 2-5 pamphlets should be placed in a folder.

Boxes: Flat or horizontal or print boxes and vertical file or document boxes should be replaced if the pH falls below pH5. Items greater than 10" x 15" cannot be safely stored vertically. Rigid Acid-Free Board Dividers should be used within vertical boxes to separate items of varying size and shape. This can be done both within folders or between folders. Dividers can also be used within boxes in conjunction with a wedge to compress space and prevent bending and sagging of enclosed items.

CUSTOM MADE HOUSING:

Polyester Film Book Jackets or Wrappers: Polyester film book jackets or wrappers, extending around the cover and foreedge of a book and secured on the front cover with a VELCRO® brand fasteners button, may be recommended for booklets or books with the following problems: headcaps missing or torn; losses on spine; joints cracked; either board detached; cover material torn or severely abraded.

Polyester Film Bands: Polyester bands, secured by VELCRO® brand fasteners buttons, can be used for booklets or books when both boards of a hardcover book are detached from the textblock, but the textblock is in otherwise good condition. In addition, bands are recommended for use when bindings have become detached from the text block.

Adjustable Acid-Free Book Box, or Two-Ply Acid-Free Phase Box: Boxes can be recommended when the damage to the book is of a major structural nature. Examples: the text block or the binding is broken and separated into two or three pieces; one or both boards are missing; a substantial fraction of the text block is missing.

Four-Ply Acid-Free Phase Box: for the storage of folio books or particularly heavy books which have damage similar to that described above, and would need additional support beyond that which two-ply cardboard can provide.

Window Mats (Wrapper or Sink): Items with sensitive media require window mats, preferably with wrapper covers. Items with very brittle or damaged mounts may require sink mats, preferably with wrapper covers.

Prepared by [D. van der Reyden](#), 6/ 94