Archival Storage Enclosures for Collections

**A simple two-piece four flap enclosure is a great solution for wrapping a fragile book or a collection of manuscripts that need to be protected.**

**Careful measurements are made of the item to be enclosed.**

The inner flap is cut to the width of the item and the length is three times the height plus two times the thickness of the item.

The outer wrapping piece is cut to the height of the item and three times the width and three times the thickness of the item.

These two pieces are attached perpendicular to each other. They then can be secured with a cord or rivets.

**Four Flap Enclosure**

1. Cut the boards bigger than booklet size/four-flap. Cut card stock for spine. Cover the boards with book cloth to create the book cover.
2. Cut a piece of book cloth, fold and sew the booklet through hinges. This hinge cloth is then glued into the inside of the book cover.
3. Create a four-flap enclosure to store loose materials. Four-flaps should be equal to the size of booklet. This is adhered to the back interior cover.
4. Detail of booklet attachment. After attaching both the booklet and four-flap, the front inside board could be covered with card stock or book cloth.
5. Final work with printed labels.

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**Clamshell Enclosures**

Clamshell Boxes are a very durable solution for housing special items. They are a sturdy enclosure for materials, protecting them from harmful environmental issues such as dirt and light.

1. Accurately measure the item. Cut board for first inner tray.
2. Construct inner tray and cover with book cloth.
3. Take outside measurements of first tray. Build second tray to fit around first tray.
4. Trays should fit snugly together, but not too tightly for easy movement to open.
5. Using outer measurements of the larger send tray, construct the cover for the box.
6. The cover will usually extend an 1/8” beyond the trays, mimicking a traditional book cover.
7. The two trays and the box cover.
8. Glue the trays in position on the cover. Place weights on to trays while drying to ensure a firm attachment.

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**Materials**

- Archival boards
- Card Stock 350g. / 400g.
- Book cloth
- Thread
- Needle
- Awl
- Bone folder
- Ruler
- Cloth ribbon
- Rivets
- Weights

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**Keep in mind!**

Consider conservation standards such as:

- Acid-free papers and boards
- An 8.5 pH
- Calcium carbonate reserve
- Lignin free
- Acid-neutral adhesives

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**How to in Four Steps**

- Measure accurately the item to be enclosed.
- Cut the board for the first inner tray.
- Construct the inner tray and cover with book cloth.
- Take outside measurements of the first tray. Build second tray to fit around first tray.
- Trays should fit snugly together, but not too tightly for easy movement to open.
- Using outside measurements of larger send tray, construct the cover for the box.
- The cover will usually extend 1/8” beyond the trays, mimicking a traditional book cover.
- The two trays and box cover.
- Glue the trays in position on the cover. Place weights on to trays while drying to ensure a firm attachment.

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**Clamshell Boxes may be stored in a four-flap enclosure that is attached to the back cover of the book.**

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