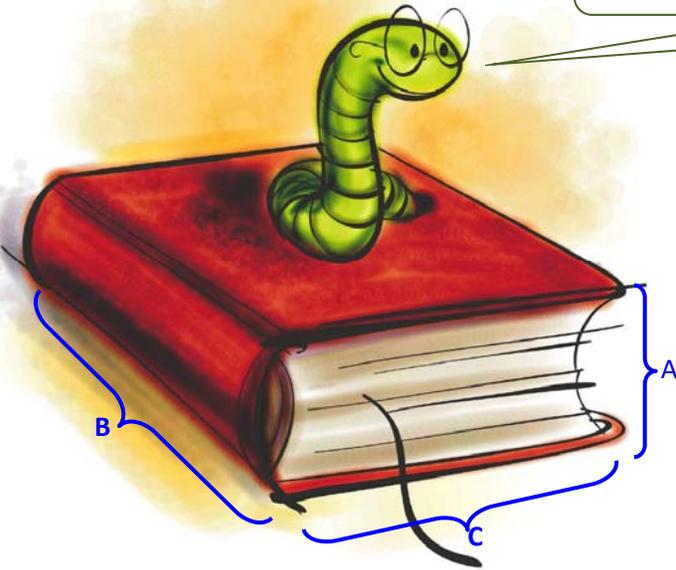


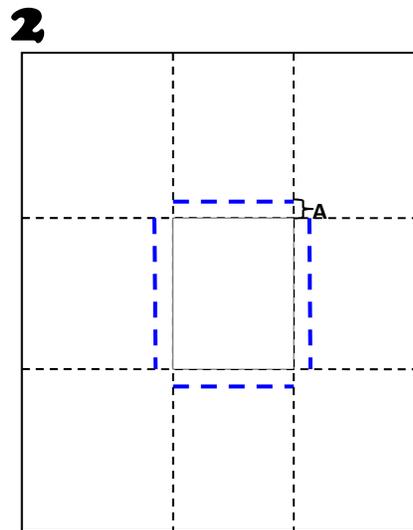
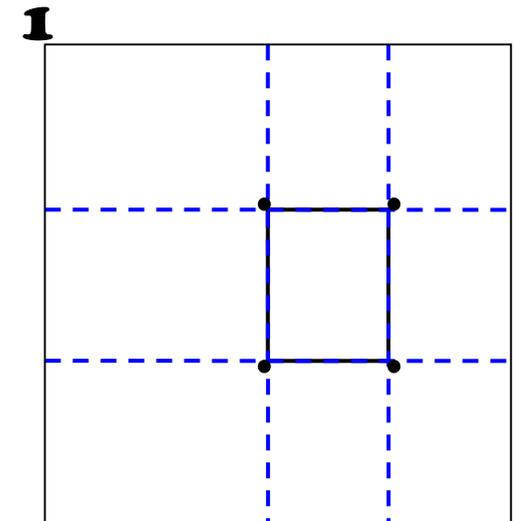
How to make quick and easy book enclosures!



Key materials to make enclosures: acid-free, lignin-free card stock (in this case archival map folder), scissors, ruler (or meter stick), velcro buttons, and a pencil.

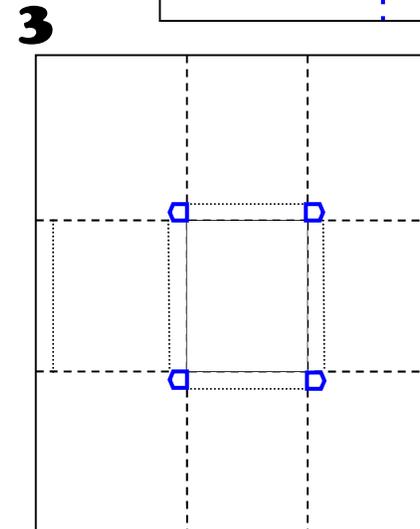
Additional useful materials: bone folder, acid-free/lignin-free tissue paper.

1. We are going to protect the book by enclosing it. So first we'll start with the foundation. Place the book on the sheet of cardstock. Make sure that there is enough card stock to fold over and across the book. Gently draw a dot at each corner of the book. Connect the dots to create 4 lines across the cardstock: 2 vertical lines and 2 horizontal lines. The lines should intersect to create the rectangle in which the book will sit.



2. Now we're going to create the portion that will cover the spine and sides of the book. Measure the height of the spine (A). Use that measurement to create a line that distance from the each side of the rectangle.

3. Time to create tabs that fold into the corners of the enclosure. Essentially the tabs will be an extension of the portions of the enclosure that cover the sides of the book. Create a tab on each side of the rectangles that will cover the top and bottom sides.



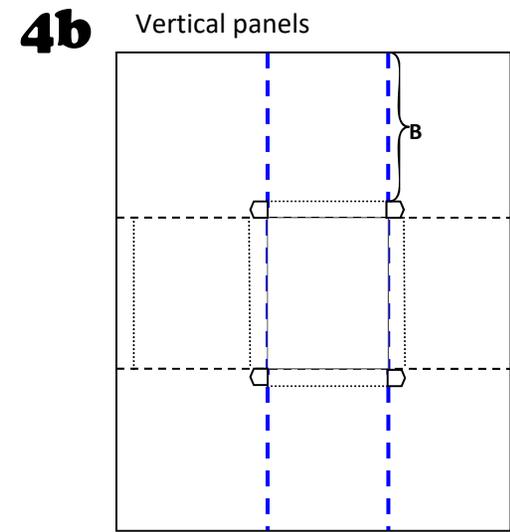
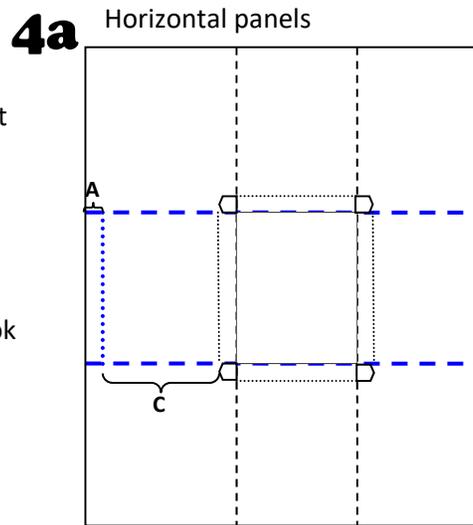
4. Next is to create the panels to fold over the book. Technically you have already created those panels! Now what you need to do is figure out the size of each panel.

Horizontal panels:

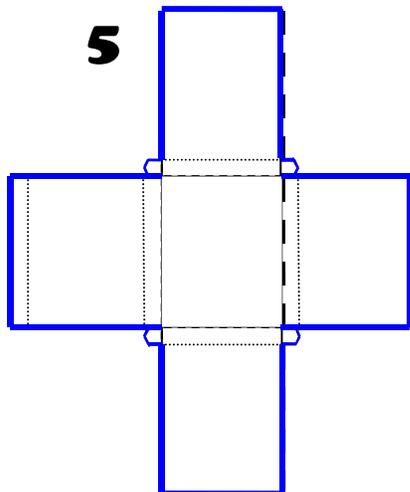
The left horizontal panels needs to be as long as the width of the book (C) and the height of the spine (A). The right horizontal panel should be no more than the width of the book (C).

Vertical panels:

Both the top and bottom panel can be as long as you like, but can be no longer than the length of the book (B).



5. Now cut out your enclosure along the blue lines. Please refer to the figure to see what the enclosure should look like. The corner tabs should remain attached to the vertical panels. Fold along the dotted lines. As you fold the enclosure try placing the book in the enclosure to make sure the enclosure folds snugly over the book without being too tight (i.e. squeezing/squishing the book) or too loose (so book is not jostled around when pulling book of shelf).



Book enclosure 101: We want to stabilize and protect the book. Deterioration is a fact of life. But we can protect a book from elements that will deteriorate books even faster than normal. These enclosures should help protect the book from dust, damage when pulling or shelving a book, the buffer helps provide a barrier from any water damage (not totally waterproof, but it buys you time), and stabilizes the book keeping it upright and contained so that it is less likely to warp with age. If you don't need to have the books sitting upright, spine-out: the best way to store them to prevent warping is either flat or spine-down.

Useful preservation links:
 Northeast Document Conservation Center preservation leaflets:
www.nedcc.org/resources/leaflets.list.php

Personal Collections:
 Here's a great resource on rare books appraisal questions:
 ACRL: Rarebooks and Manuals, "Your Old Books."
www.rbms.info/yob.shtml

Supplies:
 Many archival supply houses are online and will sell to the public such as Brodart, Hollinger-MetalEdge, and Gaylord. We purchase many items from vendors via Amazon.com instead: if you search carefully, you can often find lower prices on the same items re-sold by the archival/library supply houses. In Anchorage, you can get various preservation supplies from Blaine's, Stewarts, office supply stores, and some of the craft shops.