Box Making for Collections Storage
Do we need to make boxes?

- Consider your resources: time and money
- Time: depending on size of box and staff capacity, making a custom box can take several hours
- Money: the upfront cost can be significant
Why make boxes?

- Less object handling
- Protection from the environment i.e. dust, water event
- Organization of storage facilities; potential to create safe compact storage; Simplified inventory and object finding
Why make storage mounts?

- Securing/stabilizing the object in storage
- Allows for handling of an object without direct contact
What are your factors for box and storage mount-making?

Box and storage mount materials
- What serves the object best?
- Archival board? Coroplast?
- Do I need a certain amount of rigidity for the contents?
- Will this box be transported or handled regularly?
- Choosing intrinsic materials that work for your object

Environment
- What is the buildings' environment like?
- Will a box help isolate the object from a high RH or drastic temperature swings?

Object material type
- What is the object made out of?
- Will it be best served in an enclosed box?
- Will it negatively affect other objects if not placed in a box?
- Do you need a mount?
- What kind of mount should you consider based on your object?

Prioritization
- Does this require a box?
- What will serve the collection best with my resources?
- A mount should always be considered a priority if you make a box

Access
- Do you need to access this object regularly?
- Will it be shown to the public or to staff?
What are your factors for box and storage mounting?
Object material type

Object:
• What is the object made out of?
• Will it be best served in an enclosed box?
• Will it negatively affect other objects if not placed in a box?

Mount:
• Do you need a mount?
• What kind of mount should you consider based on your object?
Box and storage mount materials

- What serves the object best? Archival board? Coroplast?
- Do I need a certain amount of rigidity for the contents?
- Will this box be transported or handled regularly?
- Choosing mount materials that work for your object
Prioritization

• Does this need a box?
• What will serve the collection best with my resources?
• A mount should always be considered a priority if you make a box
Access

- Do you need to access this object regularly?
- Will it be shown to the public or to staff?
Environment

- What is the buildings' environment like?
- Will a box help isolate the object from a high RH or drastic temperature swings?
Box types

Today's workshop

Archival board

Coroplast
Today's workshop
Materials for box making

- Graph paper, ruler, paste brush, bone folder, scalpel, cutting mat and foam knife
- Blue archival cardboard
- pH neutral paste such as PVA
- Weights or clips
- Low melt glue-gun with archival glue sticks
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Weights or clips
Graph paper, ruler, paste brush, bone folder, scalpel, cutting mat and foam knife
Blue archival cardboard
Low melt glue-gun with archival glue sticks
Storage Mount for this object

- Consider the object: small, wooden car that can roll
- Consider stabilization needs: ethafoam blocks to prevent rolling
- This mount is specific to this object; you will need to evaluate each of your object's needs before creating your own custom storage mount
The box template

• This is the shape of your box base laying flat.
Measure length and width of object, taking into consideration box materials being used, including the storage mount.
Measure the height of your object. This number will become the measurement of your box side, plus room for a storage mount.
Add your measurements on both sides to get the measurement of your board.

S + L + S = Length

S + W + S = Width
Mark measurements

Once the board is cut, mark the measurement of your box sides in from the edge. Recreating the same template on the board
Make sure your object and mount fits within your base before you cut.
Mark your fold and cut lines
Things to remember

- Basic four-sided glued box: you will make four cuts, all in the same direction
- Keep in mind the width of your materials when cutting and folding
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- Keep in mind the width of your materials when cutting and folding
Use your bone folder and ruler to crease all "fold" lines

Remember:

- Crease directly on all "fold" line except your sides. Make a crease just on the outside of your line to account for your text materials.
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- Crease directly on all "fold" line except your sides. Make a crease just on the outside of your line to account for your box material.
Fold, cut, and begin bringing the box together
Tip: Use binder or paper clips to hold the box together while you see how your object fits. Be careful not to abrade the object.
Once box is cut and folded, glue sides

**Tip:**
Apply glue to two of the same oriented sides to apply weights only twice in the process.
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Apply glue to two of the same oriented sides to apply weights only twice in the process
Fold box on its side and apply weights or clip sides closed
Check each side and apply pressure with the bone folder. Repeat step for all four sides.
To make a lid: Once base of box is complete, measure base from end to end.
Lid

- Repeat steps used to create the base for the lid with your new measurements

- Lids should go down about a third of the length of the box but may vary

Use your base as a guide in creating the lid. Before gluing the sides, test the lid to see if it fits properly.
Completed storage box with mount
Internet Resources:

American Institute for the Conservation of Historic and Artistic Works
http://www.conservation-us.org/

Connecting to Collections
http://www.connectingtocollections.org/

NPS Conserve O Grams
http://www.nps.gov/museum/publications/conserveogram/cons_toc.html

NPS Museum Handbook
http://www.nps.gov/museum/publications/handbook.html

Northeast Document Conservation Center
https://www.nedcc.org/

Canadian Conservation Institute “CCI Notes”

Online Instructional Resources:

- http://www.philamuseum.org/conservation/5.html?page=4
- http://www.connectingtocollections.org/leatherandfur/ - webinar on fur and leather
- http://www.connectingtocollections.org/mountinggarments/ - webinar for garment mounting, specifically on mannequins
- https://www.nedcc.org/free-resources/preservation-leaflets/5.-photographs/5.6-storage-enclosures-for-photographic-materials - photograph storage
- https://www.youtube.com/watch?v=qJjZ7-mzzxM - rolling textiles on a tube
- https://www.youtube.com/watch?v=OYI5ExSDuHs - flat textile storage in box
- https://www.youtube.com/watch?v=6PZTx_MUBgw - storing quilts and coverlets
COLLECTIONS AND EXHIBITIONS SUPPLIES

ARCHIVAL CORRUGATED BOARD
http://www.museumservicescorporation.com/
Item #R1007-025 E-flute (thin, 1/16”), 40” x 60”
Item # R1005-010 double wall, 40” x 60”
Be aware that shipping for these products is expensive (up to $175), so you may want to purchase them all at the same time.

ARCHIVAL BOXES
http://www.hollingermetaledge.com/
There are different styles, sizes, and prices.

COROPLAST
Regional Supply
3571 South 300 West, Salt Lake City, UT
84115
(801) 262-6451

PLASTIC SNAP RIVETS (for Coroplast 4mm)
www.kingrichardco.com/SnapRivets.htm
Part # KR27MRM125325/F12, size 0.325-(7/16”)

ETHAFOAM
Marko Foam
2940 Directors Row Salt Lake City, UT
84104
(801) 972-1354

ADR Packaging
925 W 325 N
Lindon, UT 84042
801-796-3700

HARDWARE AND TOOLS
http://www.mcmaster.com/?orderview=new#
http://www.unitedmfrs.com/
www.grainger.com/

PACKING TAPE
http://www.all-spec.com/products/373-178R.html this is for 1 7/8” x 54 yards


A few other suppliers of archival and conservation-grade materials. Some of them may email you discount codes and coupons if you create an account.

http://www.mpma.net/purchasingCO-OP.php
http://www.talas-nyc.com/
http://www.gaylord.com/
http://www.universityproducts.com/
http://www.hollingermetaledge.com/
http://www.lightimpressionsdirect.com/