



Preservation Tips

Phase Box for Book Storage

Phase boxes are used to provide additional support and protection to damaged or fragile books. They can be used to protect library books, archival materials, or museum artifacts.

Benefits of phase boxes:

- Protection from wear and tear.
- Provides an intermediate preservation step for collections in need of conservation treatment.
- Economical way to protect bound volumes without the cost of purchasing or creating custom boxes.
- Provides moderate protection during emergency situations by acting as a buffer to environmental changes and pollutant damage.

Tools needed:

- Straight edge
- Utility knife
- Bone folder
- Cutting mat
- Pencil
- Folder stock or board. (If you use thicker board you will need to add the thickness of the board to your measurements.)
- Cotton twill tape or Velcro buttons

Box Construction:

You will need to take the height, width and depth measurements of your book (fig 1).

Helpful hint: To ensure proper fit in the box, measure the depth on the spine side of the book.

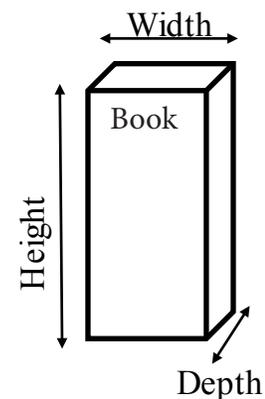


Figure 1

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We do not recommend tracing the dimensions of the book directly onto the board. Instead, note the height, width and depth of the book, then using pencil, transfer height and depth measurements to folder stock/board. This method reduces handling of fragile materials and eliminates the possibility of marking books while measuring. It is recommended that you begin by transferring your longest measurement (typically your height) in order to ensure your board is big enough to accommodate your entire project (fig 2). Turn stock 90° and add width and depth measurements (fig 3).

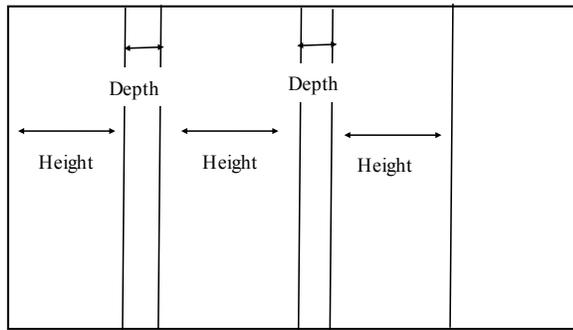
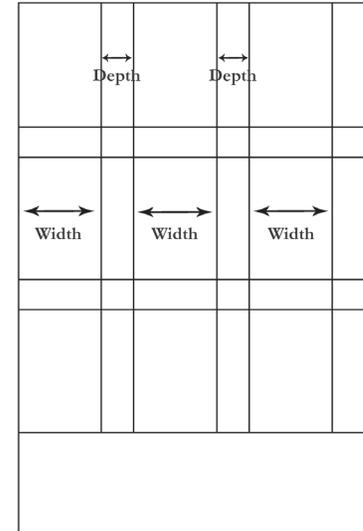


Figure 2

Figure 3



Place book on center square (A) to ensure proper fit. B sections should be the height of the book, D sections should be the width of the book. Once you know your book will fit, remove excess board (fig 4) and cut along dotted lines (fig 5).

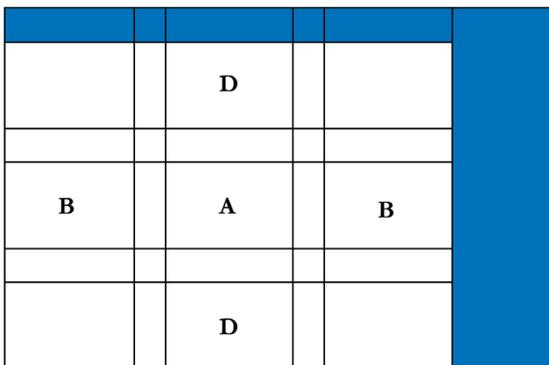


Figure 4

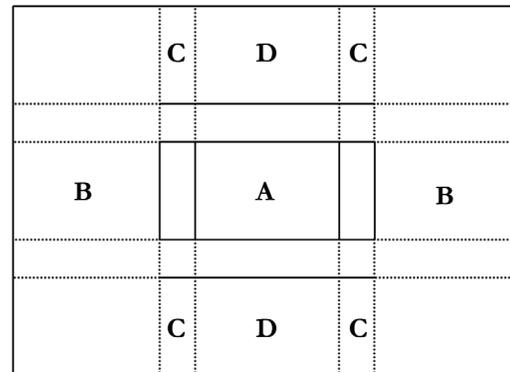


Figure 5

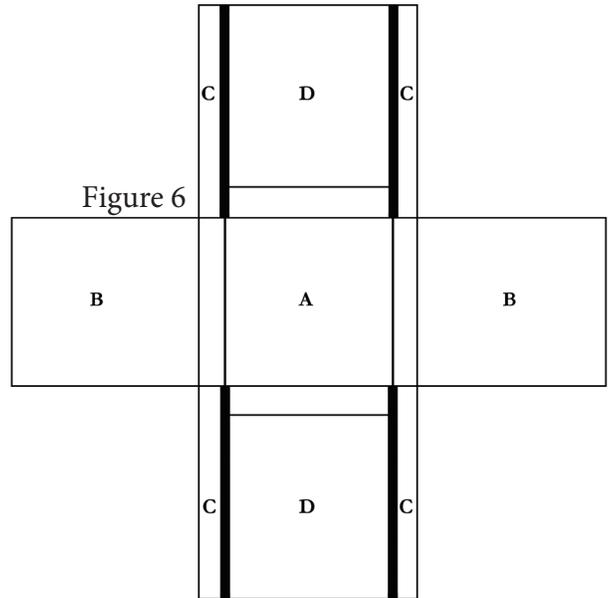
If you are interested in learning more about USAHEC conservation and preservation practices, or for more information about the organization, please contact us at: 717-245-3972 or visit us at: www.usahec.org or 950 Soldiers Drive, Carlisle, PA 17013.

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Once cutting is complete, the flaps on the B side will have been removed. The flaps on the D side will be attached along one fold line (fig 6). Using the bone folder, score along solid lines and fold. (Bold lines have been cut in the previous step). Place book in the center square (A) and fold top and bottom flaps over (B), the flaps (C) will fold in along the height of the book (these might need to be trimmed in order to fit inside the box). Side flaps (D) can then be folded in to close box.



Hold with cotton twill tape or Velcro buttons. If tying with twill tape, place knot at top or side of book, not on the front.

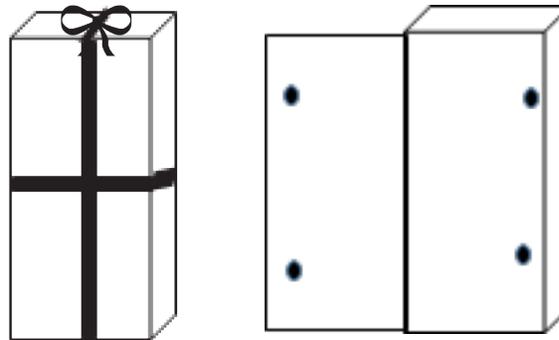


Figure 7

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