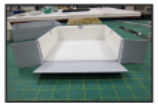
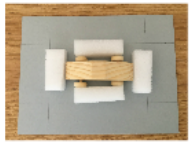
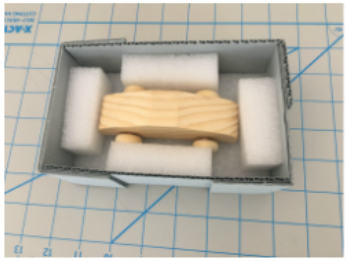
Box Making for Collections Storage



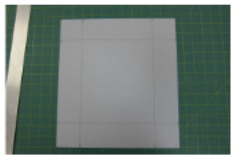


Make sure your object and mount fits within your base before you cut

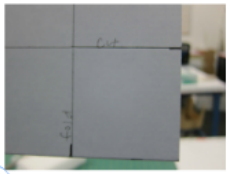


Completed storage box with mount

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



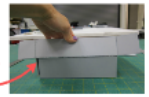
Mark your fold and cut lines

Use your bone folder and ruler to crease all "fold" lines

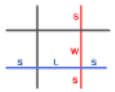
Lid

- 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 you base as a guide in creating the lid. Before gluing the sides, test the lid to see if it fits properly



Measure the height of your object. This number will become the measurement of your box side, plus room for a storage mount



Add you measurements on both sides to get the measurement of your board

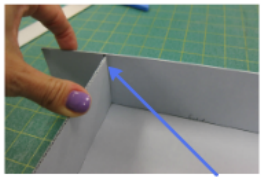
S+L+S= Length S+W+S=Width

Why make boxes?

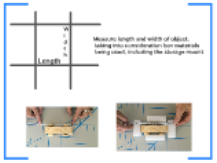
- Less object handling
- Protection from the environment (i.e. dust, water, insect)
- Organization of storage facilities; potential to create safe compact storage; simplified inventory and object finding

Do we need to make boxes?

- Consider your resources, time and money
- Time: depending on size of box and staff capacity (hiring a custom box can take several hours)
- Money: the cardboard could cost far significant



Fold, cut, and begin bringing the box together



Measure length and width of object, taking into consideration box materials being used, including the storage mount

Why make storage mounts?

- Secure/stabilize/ensure the object in storage
- Allow for handling of an object without direct contact

Storage Mount for this object

- Consider the object: small, smaller or fragile
- Construct stabilization/cushioning/fasteners to prevent falling
- If the mount is specific to this object, you will need to measure each of your objects carefully before creating the final custom storage mount

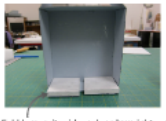
The box template

- This is the shape of your box base laying flat.

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

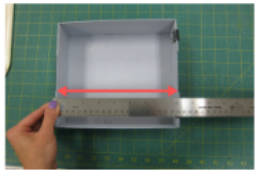
Materials for box making



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



Prezi

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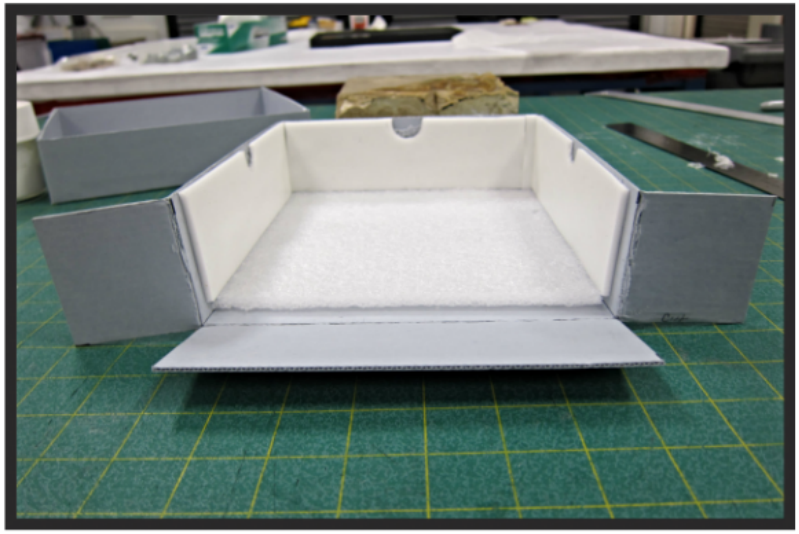
Box Making for Collections Storage



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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

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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

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Why make storage mounts?

- Securing/stabilizing the object in storage
- Allows for handling of an object without direct contact

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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 mount 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?

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

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?

Access

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

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Box types

Today's workshop

Archival board

Coroplast

Prezi

Bo

Today's workshop

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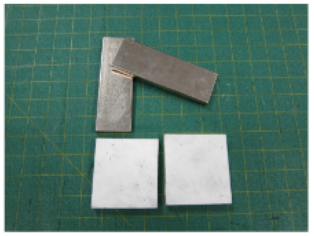
Graph paper, ruler, paste brush, bone folder, scalpel, cutting mat and foam knife

Blue archival cardboard

Materials for box making

pH neutral paste such as PVA



Weights or clips

Low melt glue-gun with archival glue sticks

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pH neutral paste such as PVA

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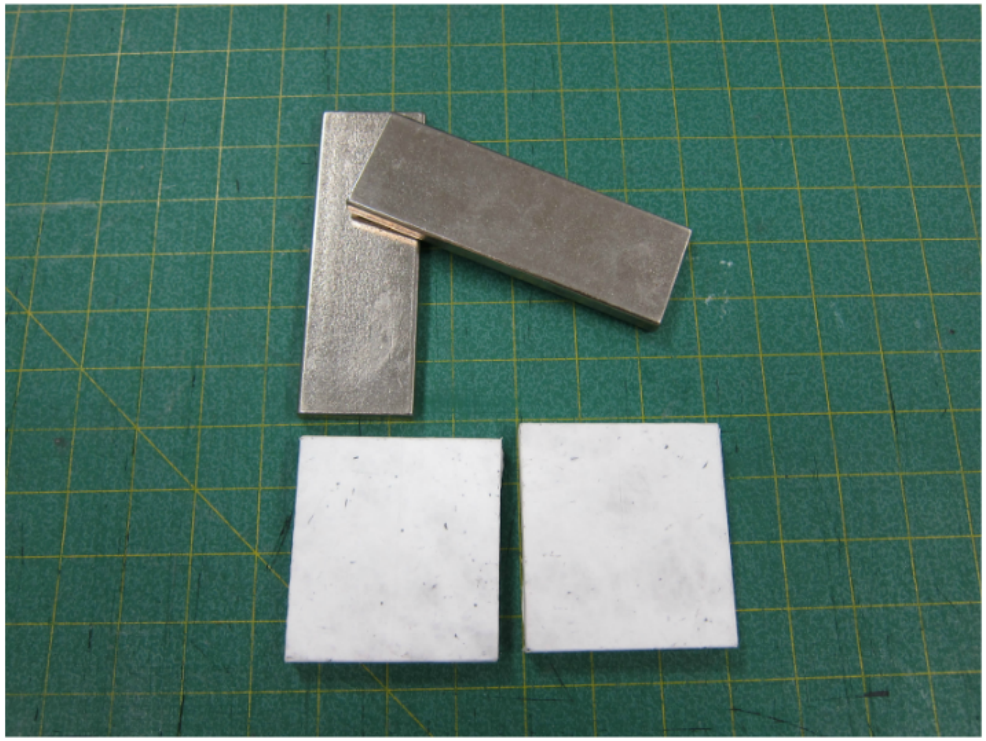

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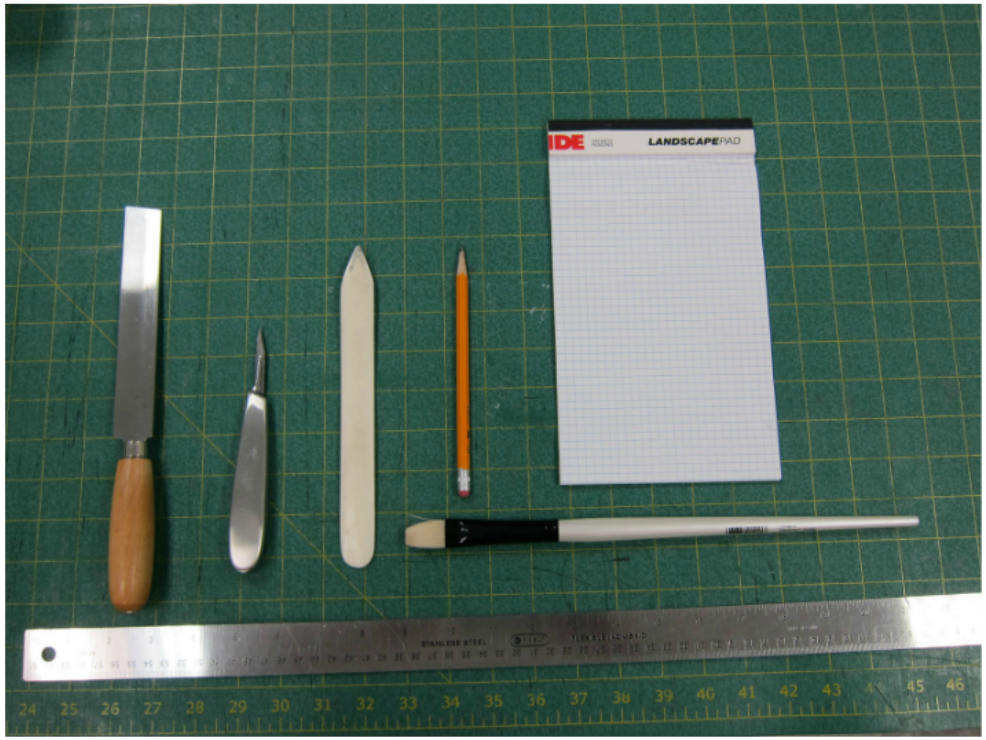


Graph paper, ruler, paste brush, bone folder, scalpel, cutting mat and foam knife

Prezi

Blue archival cardboard

Prezi

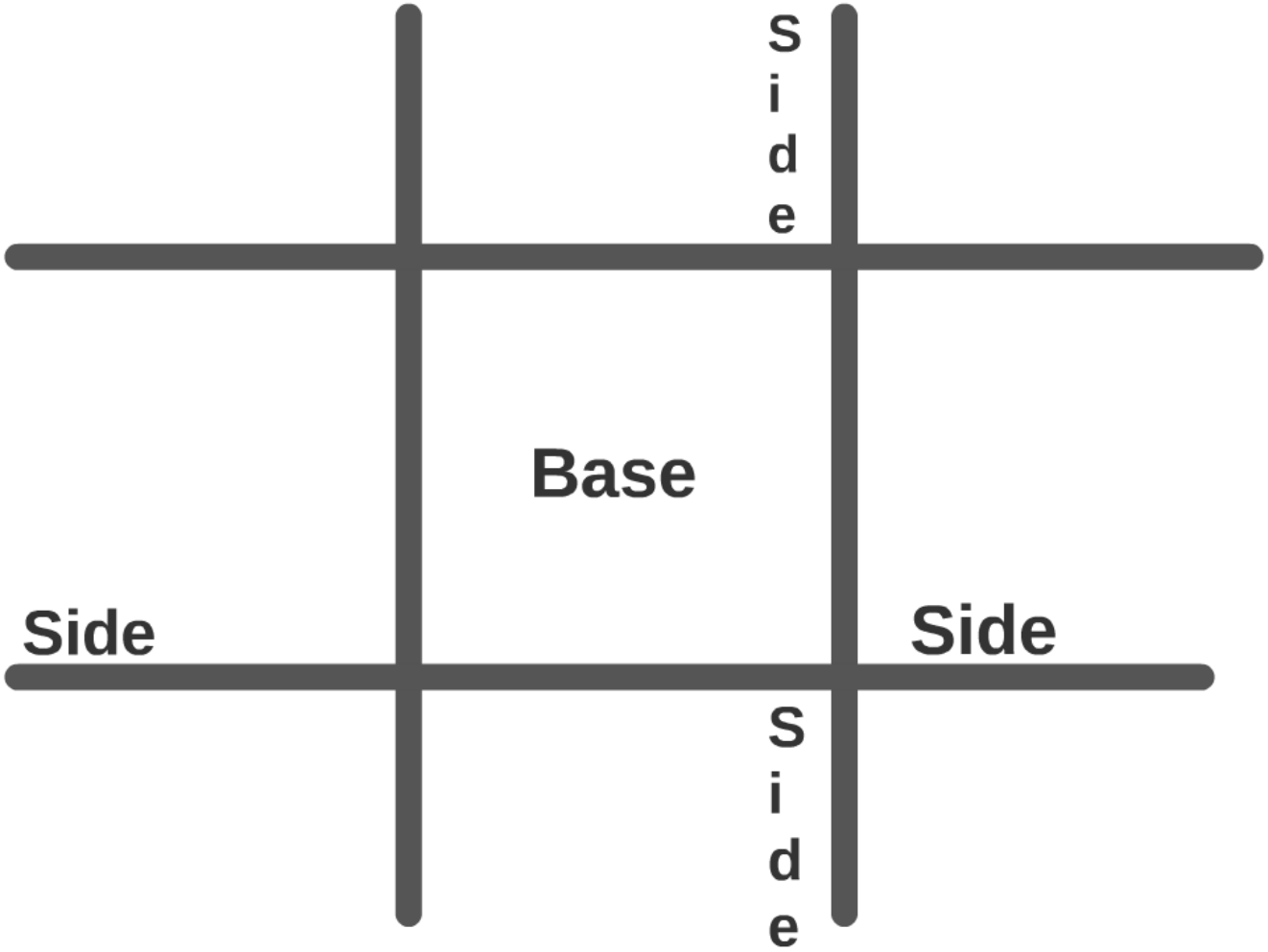
Low melt glue-gun with archival glue sticks

Prezi

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

Prezi



The box template

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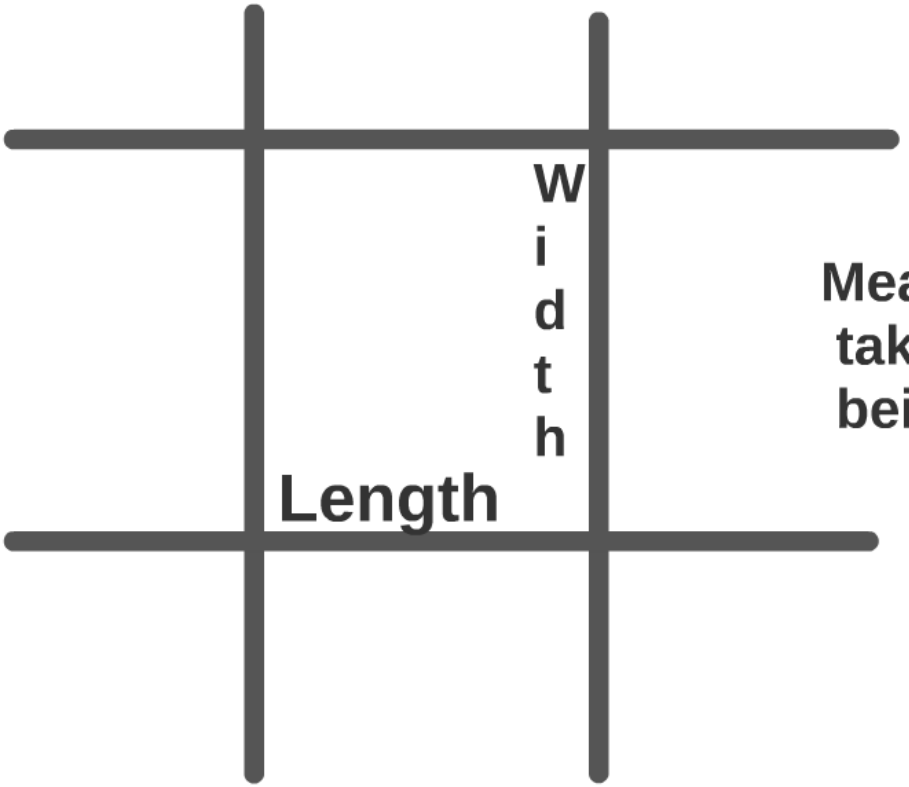

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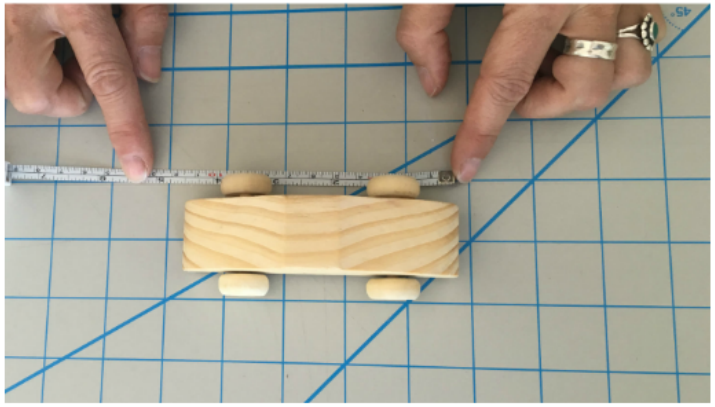

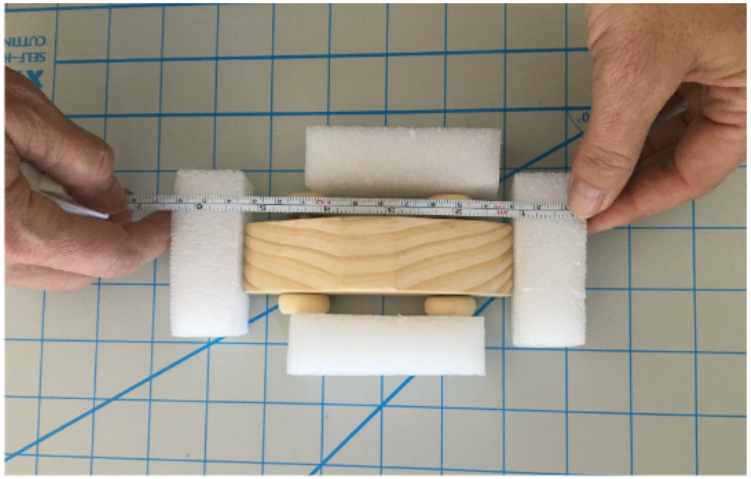

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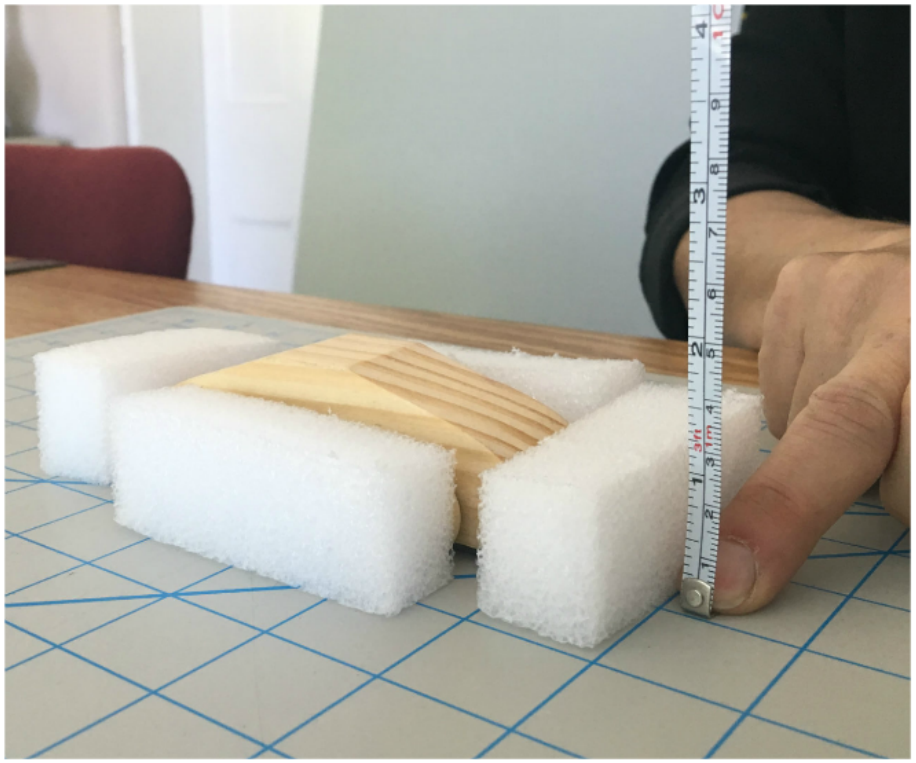

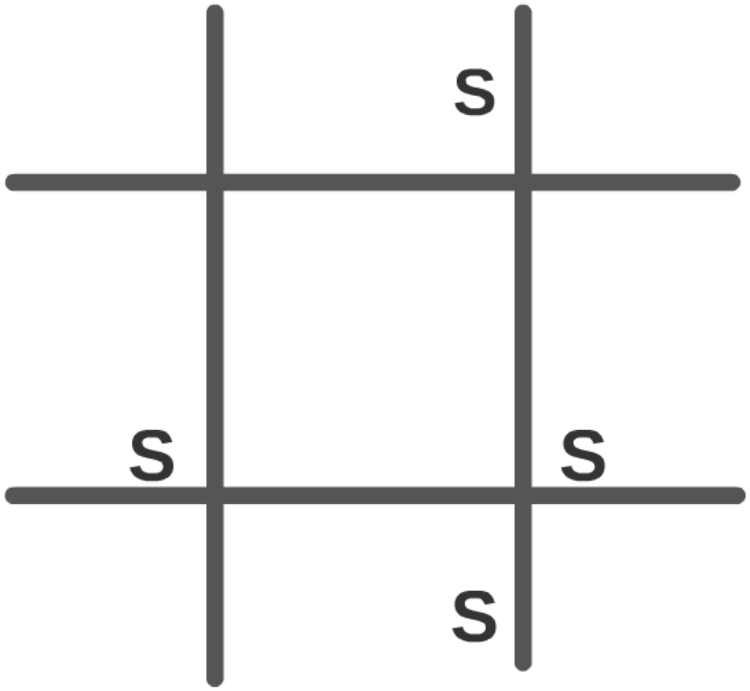

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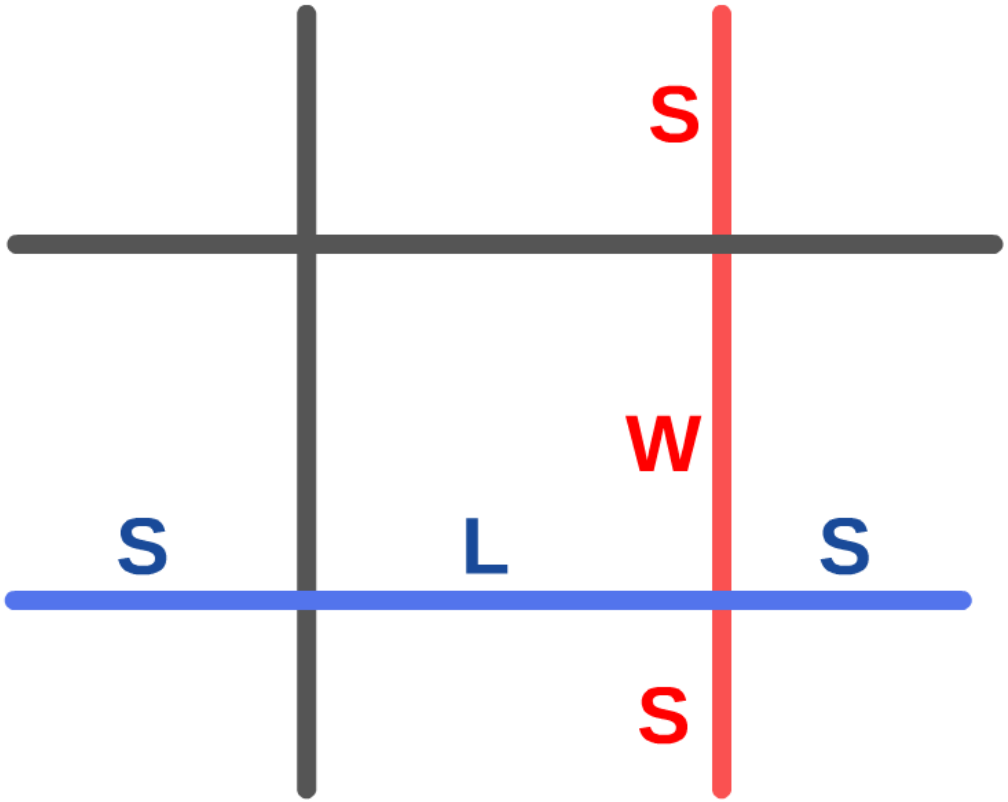
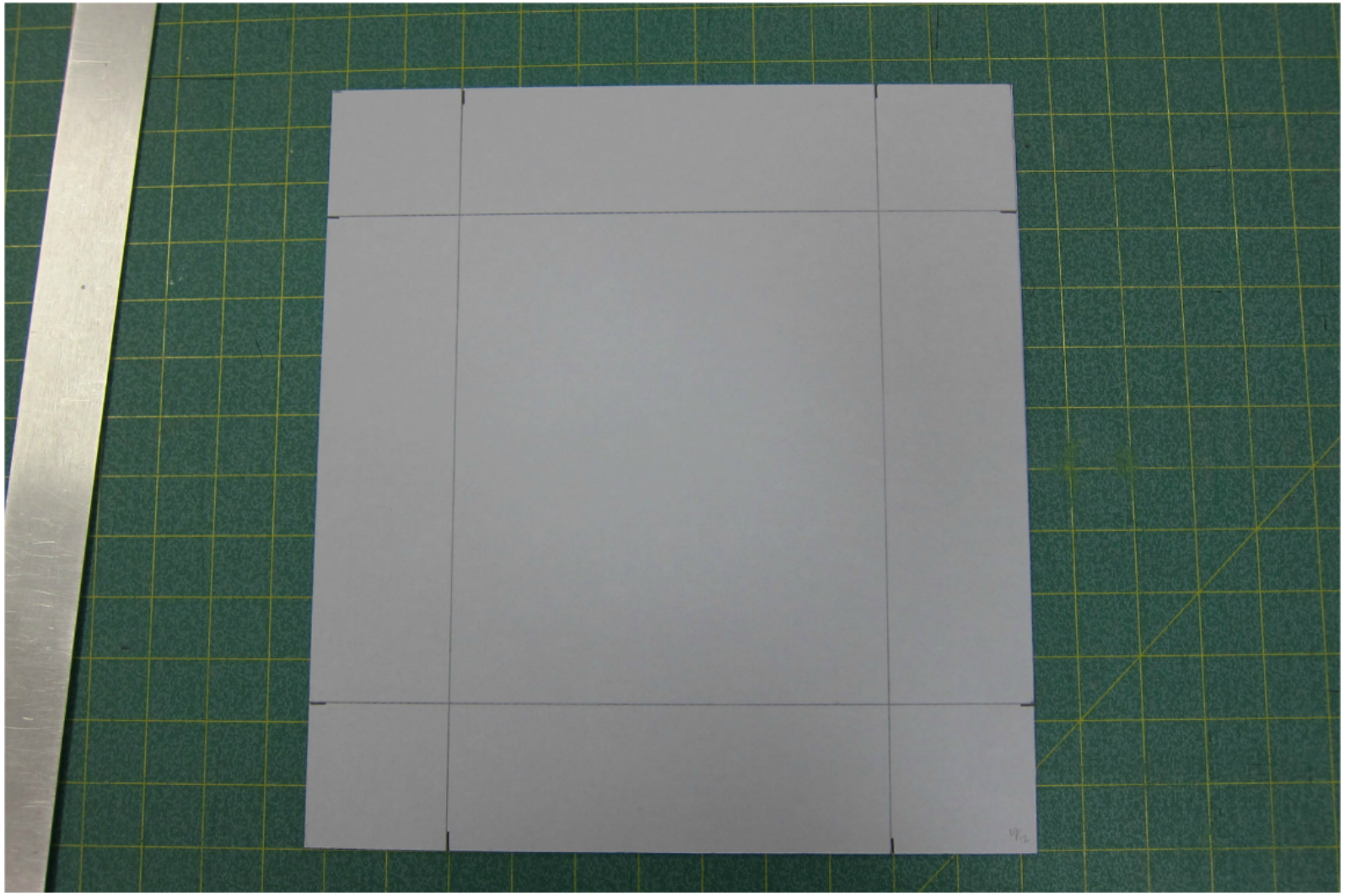


Add you measurements on both sides to get the measurement of your board

S+L+S= Length

S+W+S=Width

Mark measurements



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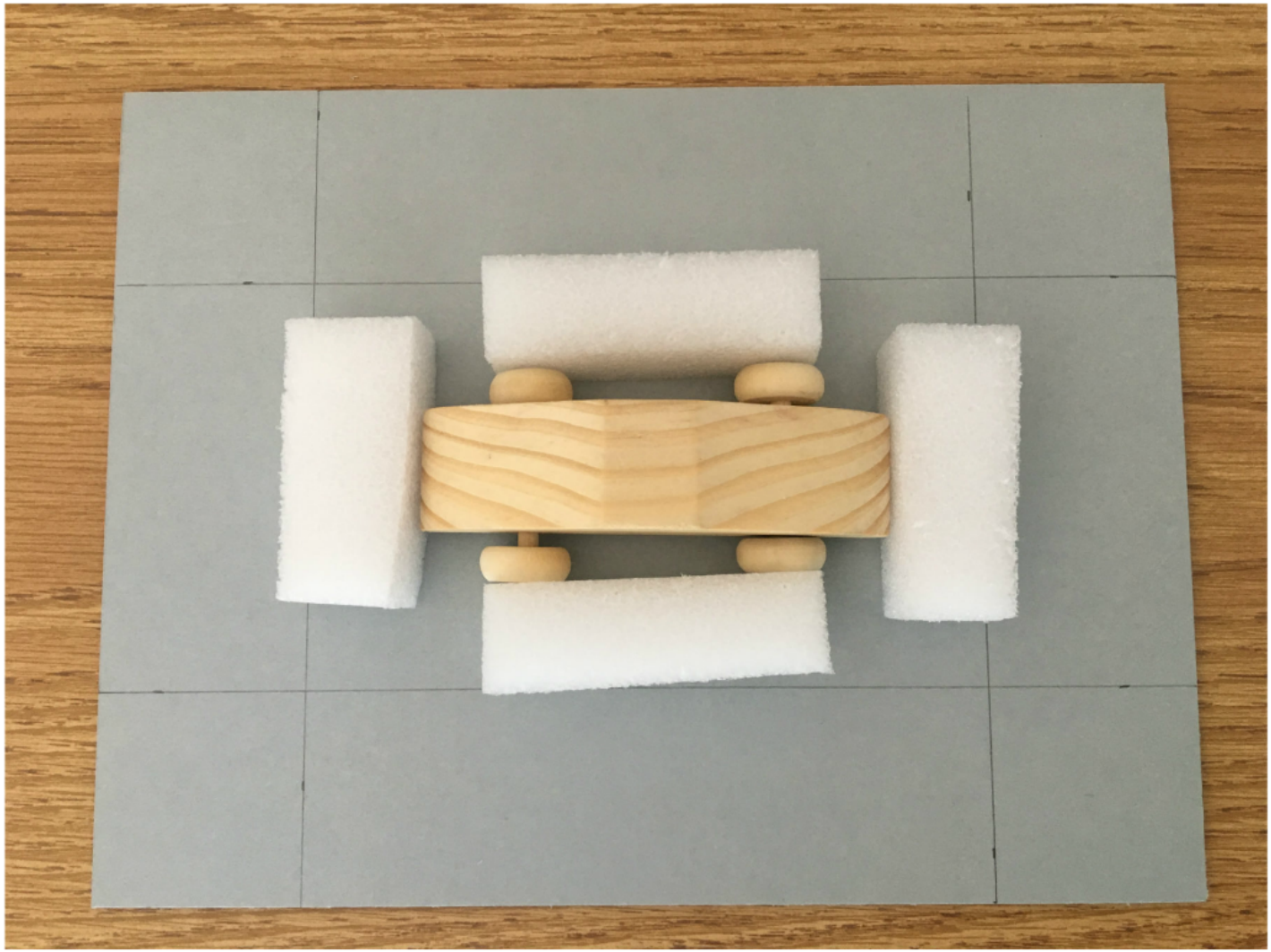

Make sure your object and mount fits within your base before you cut

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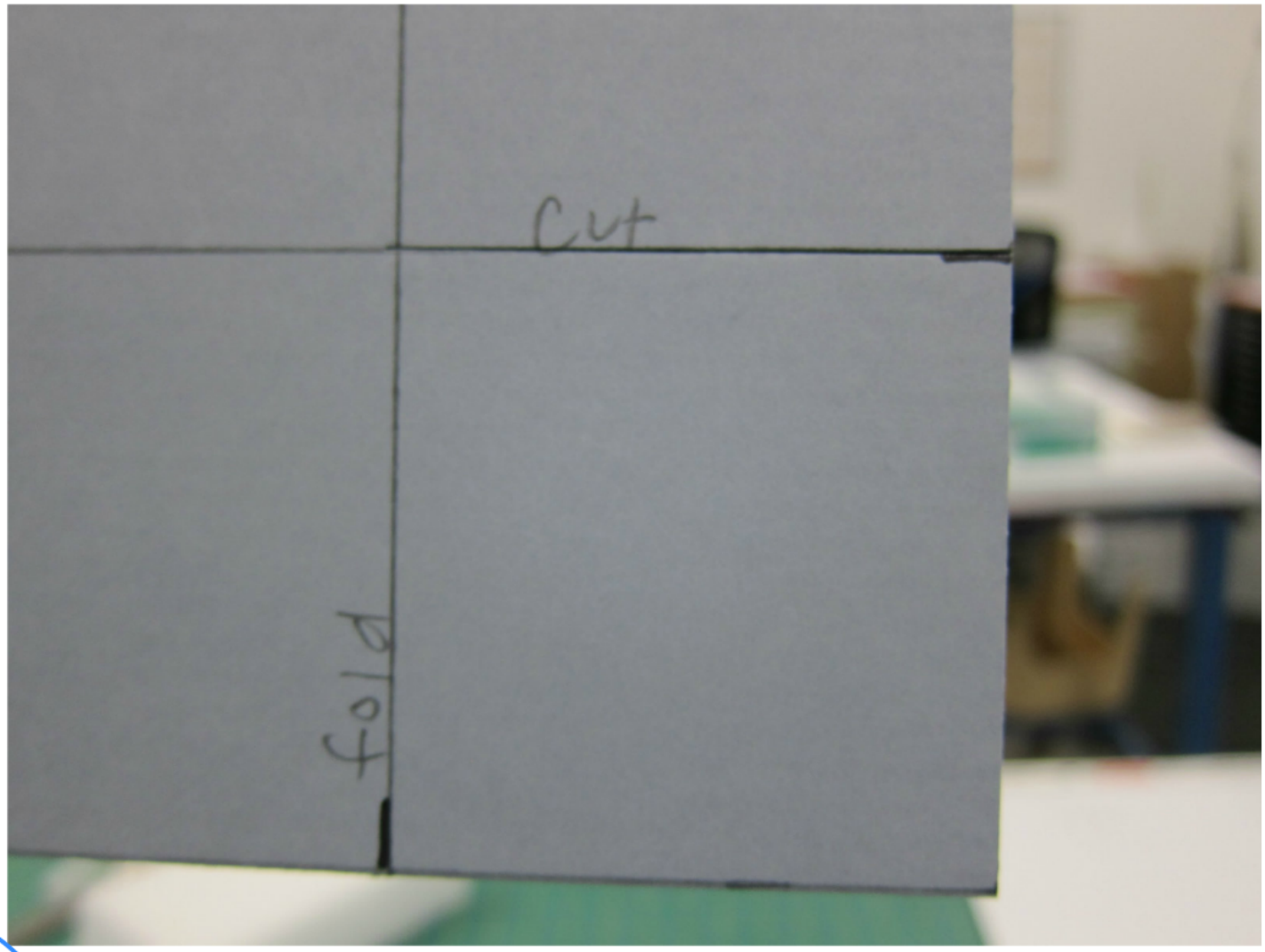
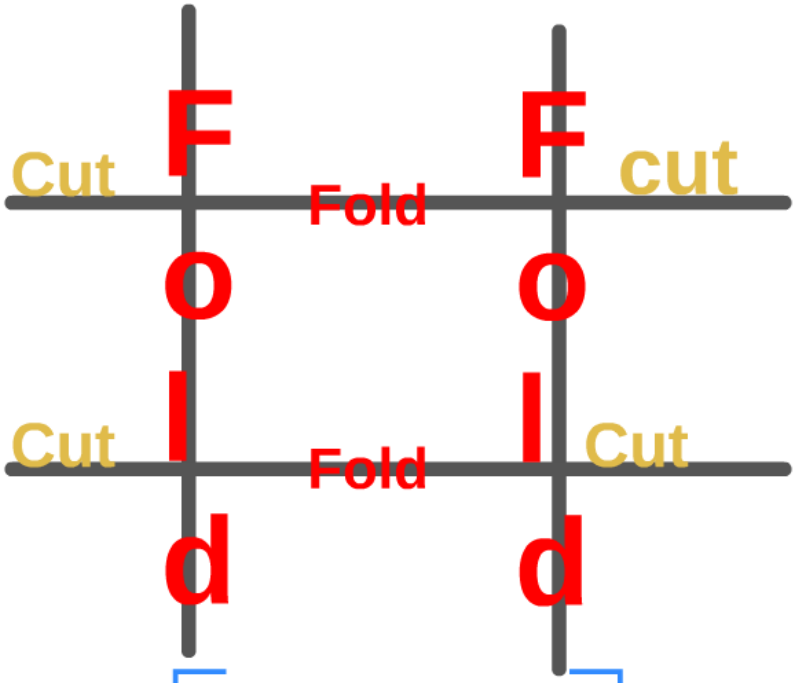


Mark your fold and cut lines



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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Prezi

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 box material

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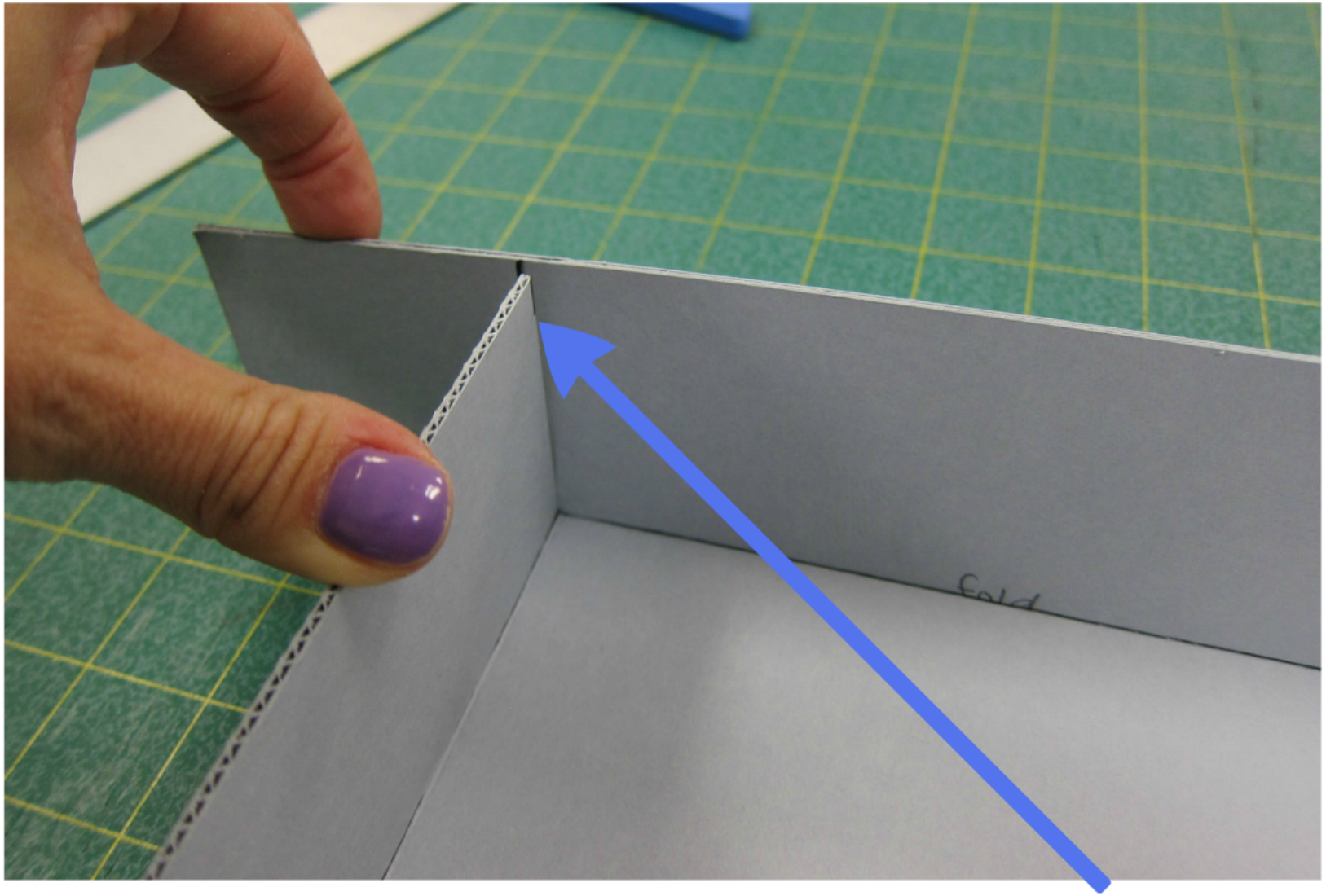

Fold, cut, and begin bringing the box together

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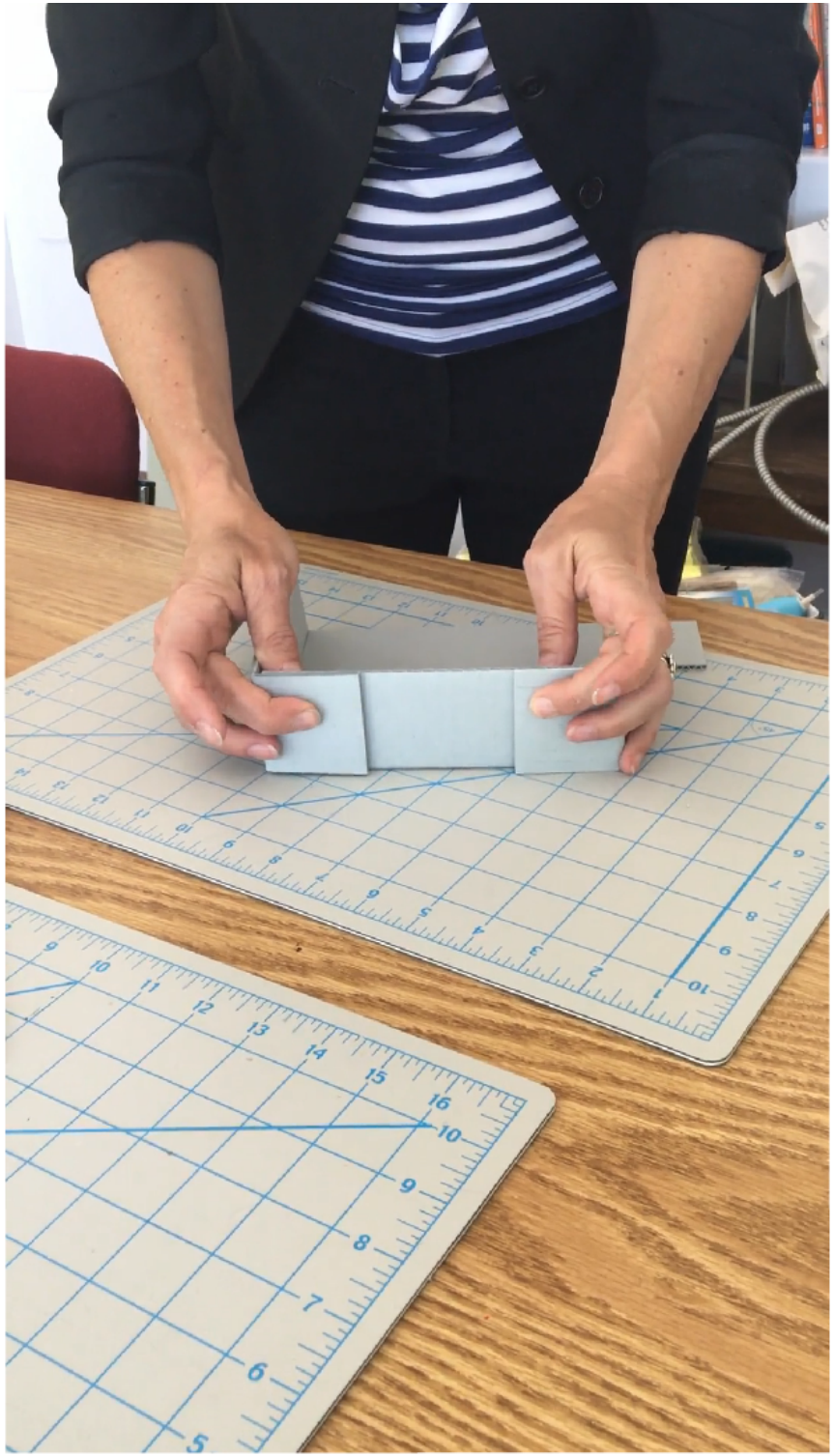

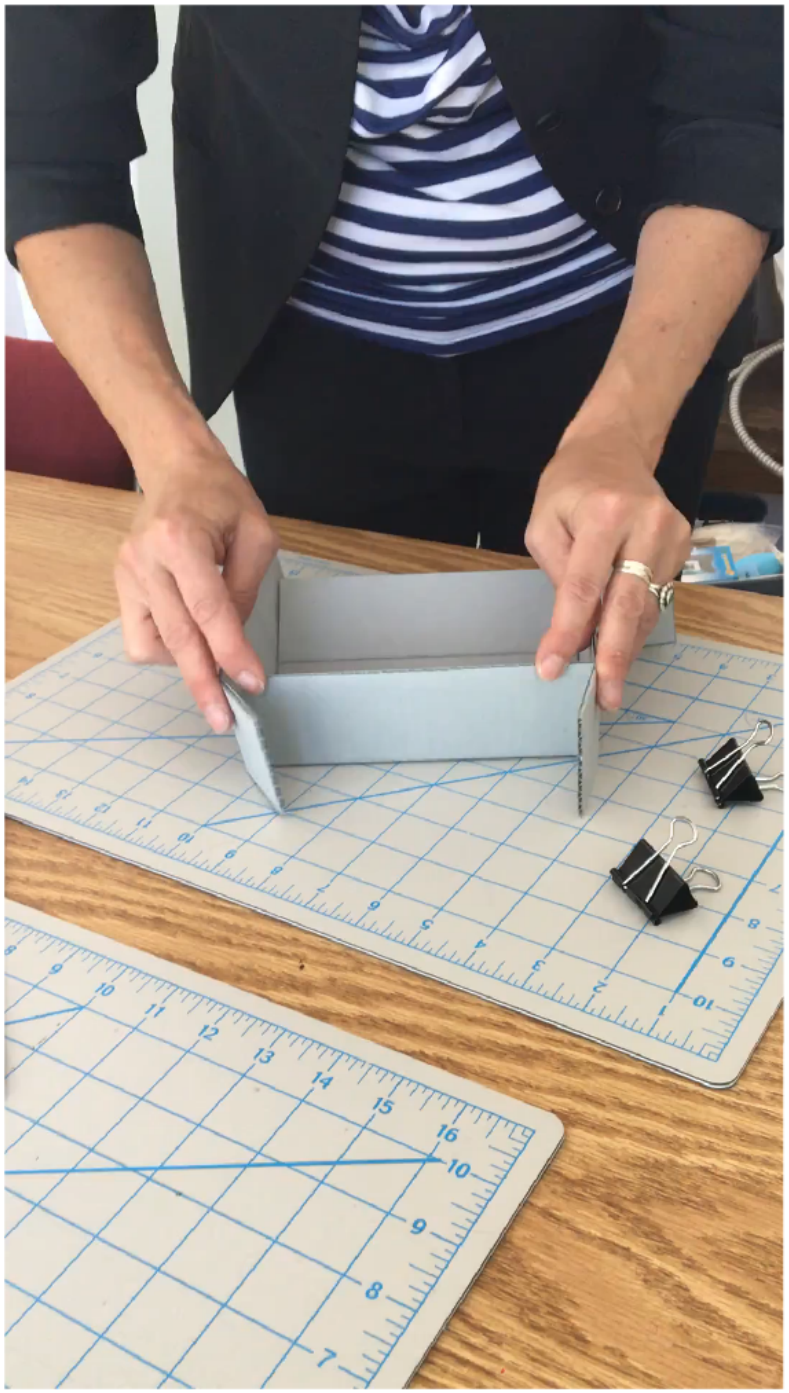

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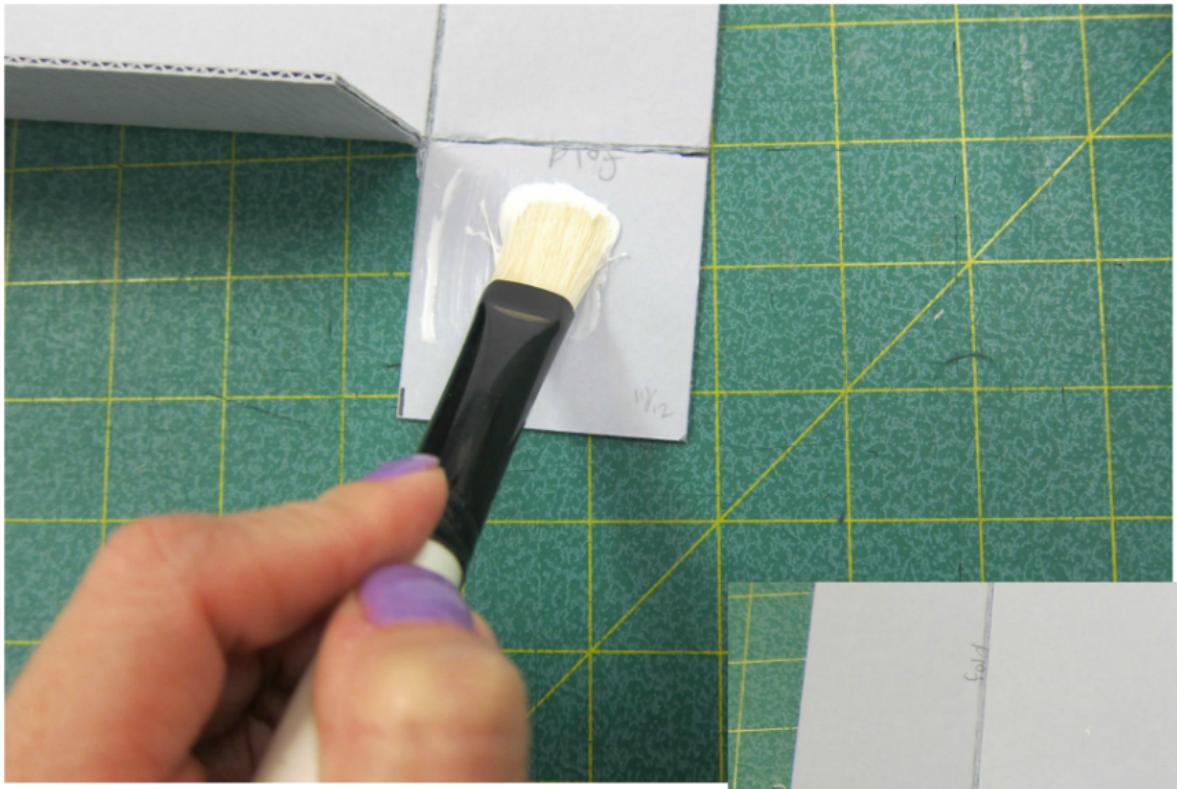
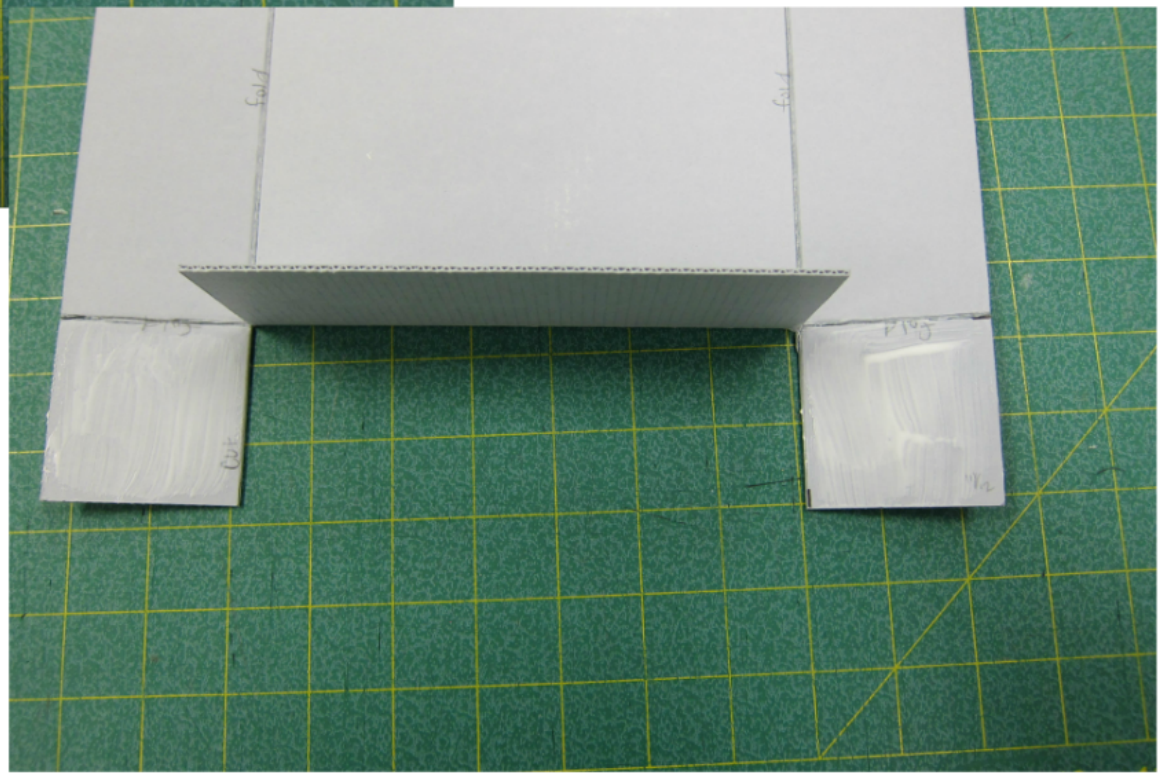


Tip:

Apply glue to two of the same oriented sides to apply weights only twice in the process



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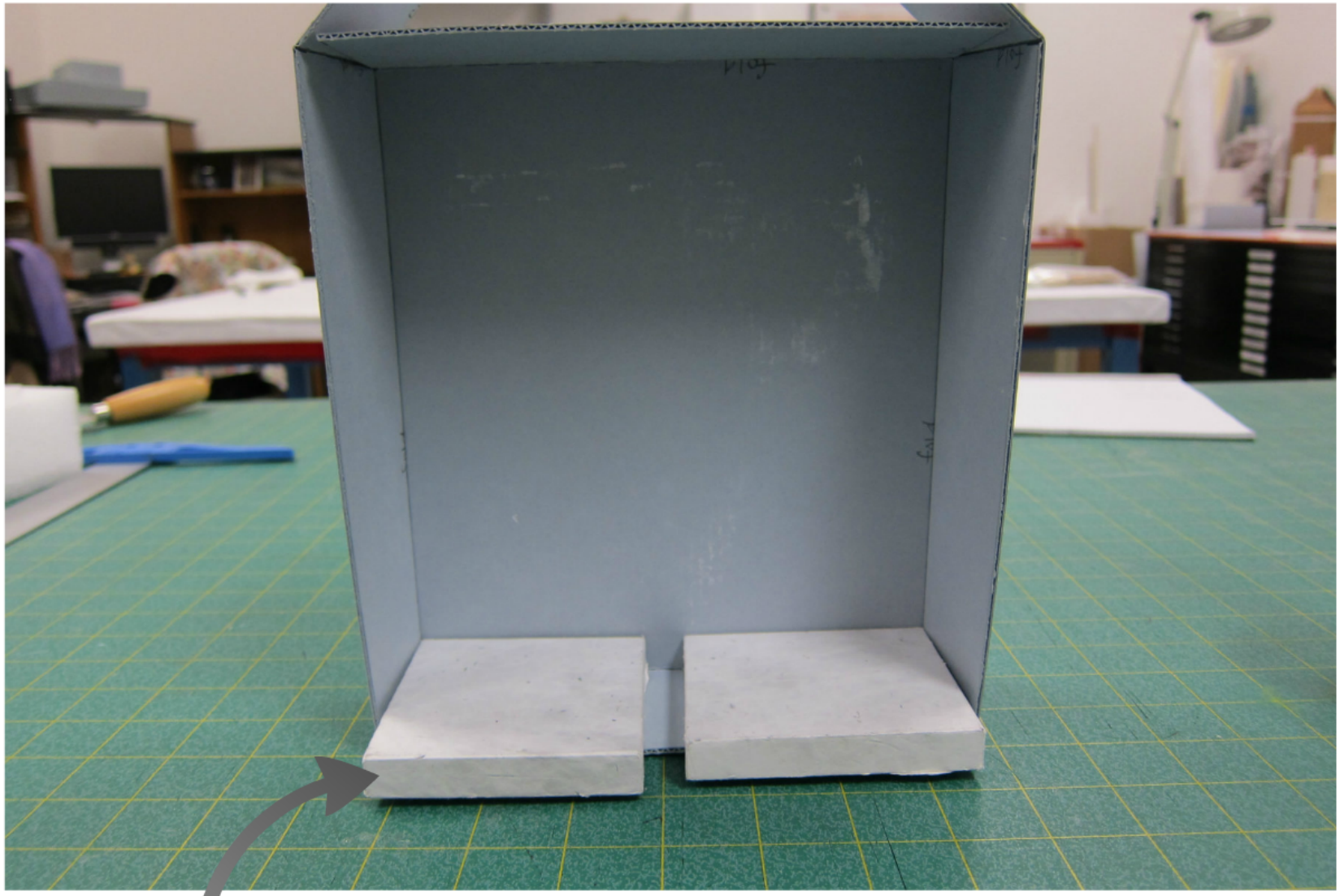

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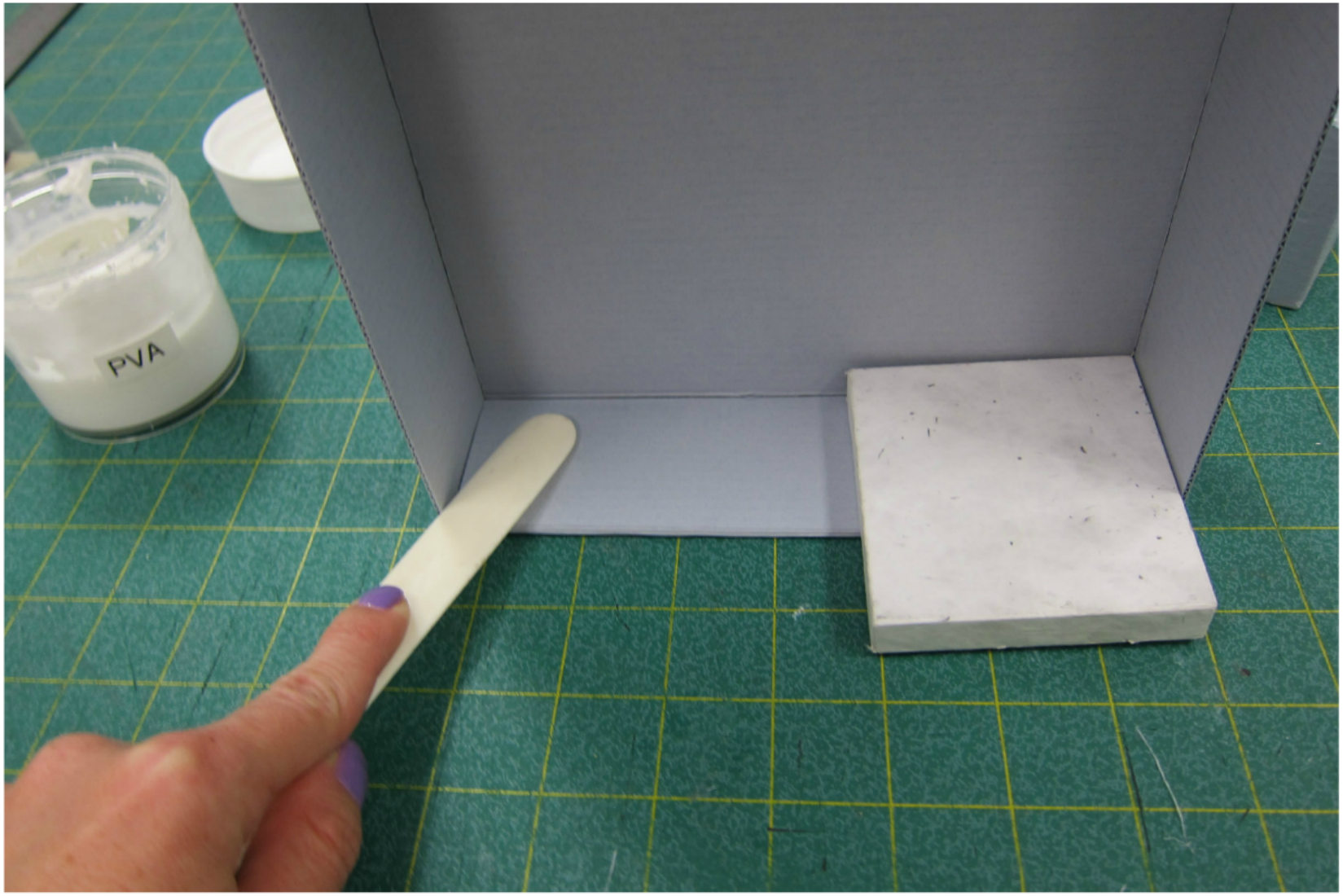
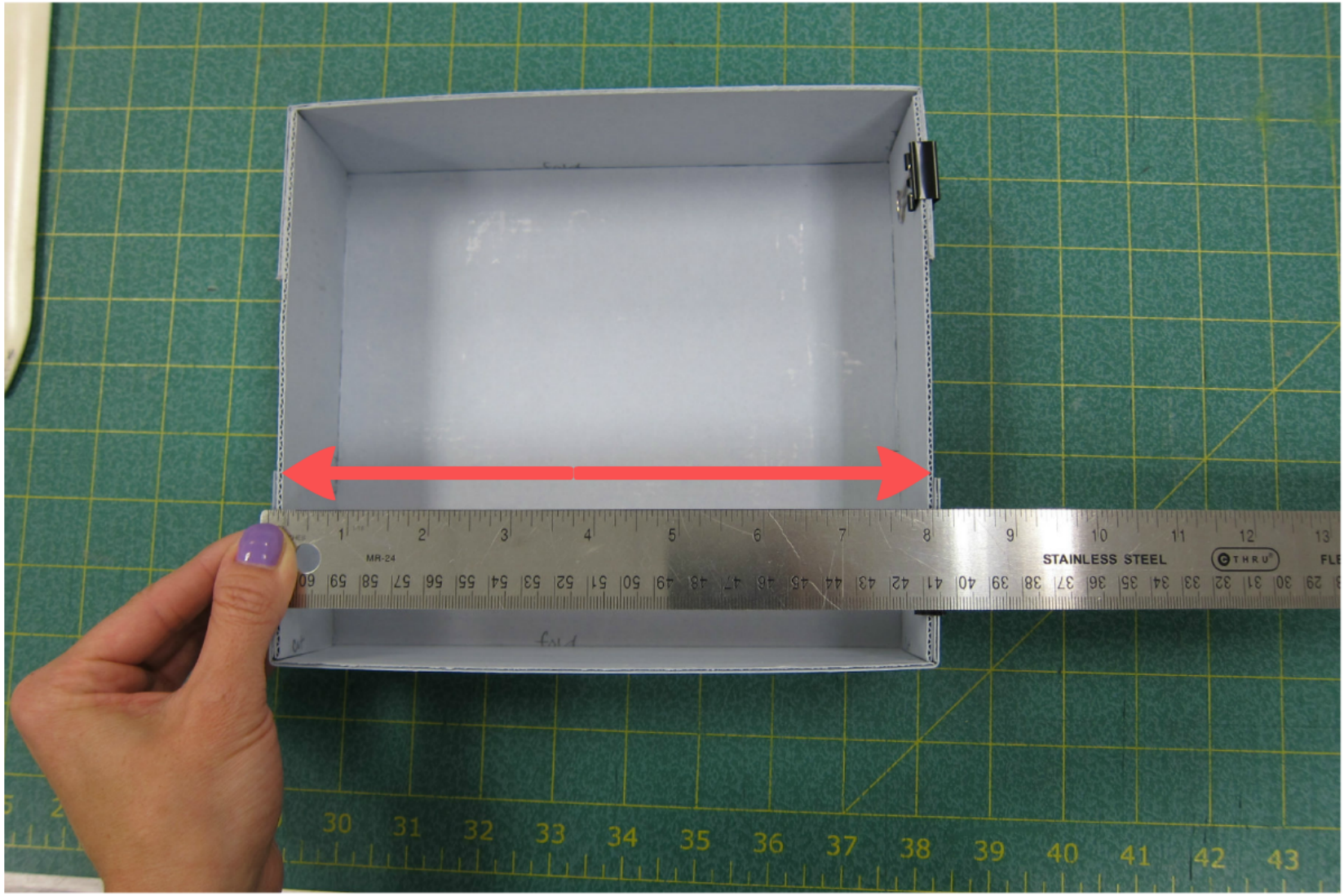
Check each side and apply pressure with the bone folder. Repeat step for all four sides



To make a lid: Once base of box is complete, measure base from end to end



Lid

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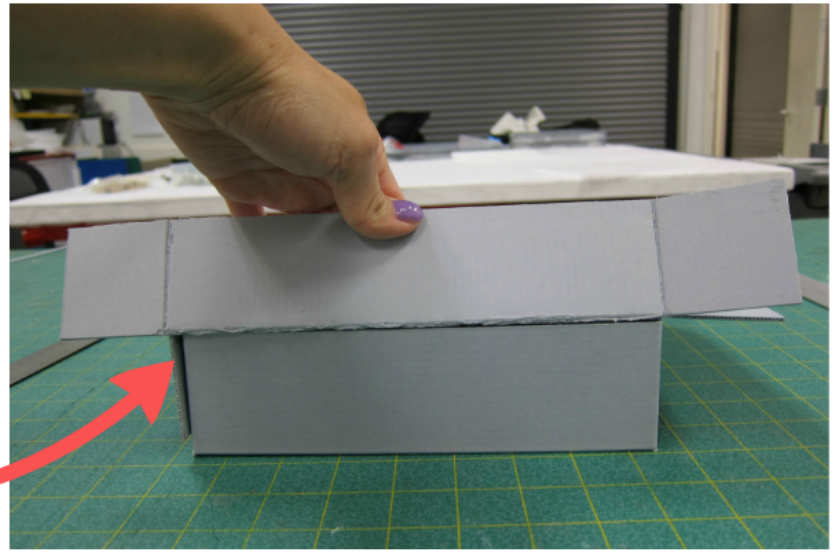

Completed storage box with mount

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