Guidelines for Preparing, Packing, and Shipping Print Materials for Digitization

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Introduction

These guidelines include instructions and expectations for preparing, organizing, packing, and shipping print materials for digitization with California Revealed (CA-R). Please review the entire document before packing and shipping awarded objects to CA-R. Failure to follow the guidelines might delay the digitization process, or worse—damage your materials.

If you have any questions, please email team@californiarevealed.org. We are here to help!

Partners must take special care to prepare their materials so that each object is:

- “Capture Ready” and prepared for digitization when it arrives at CA-R
- Easily identifiable and physically labeled with its unique Partner-supplied ID, which is the Call Number of Temporary ID you supplied for the object (please rely on flags or labels, and avoid using Post-It notes since they fall off easily)
- Accounted for and arranged in a straightforward way within the shipment boxes
  - Whenever possible, please arrange the objects in the shipment in the order of their Temporary ID or Call Number labels. If this is not possible, please provide us with a clear explanation of how they have been arranged instead.
- Packed safely for shipment to minimize risk of damage in transit

Please confirm all requirements have been completed by using the Capture Ready Checklist before packing, and the Shipping Checklist before shipping.

Once we receive the shipment, CA-R staff will:

- Confirm all awarded objects are accounted for and match their metadata
- Confirm the condition of the objects and that they are properly prepared for digitization
- Assign digitization-specific Object IDs based on the arrangement of the objects
- Repack and send materials to the vendor for digitization
- Coordinate with trusted vendors to digitize the materials

California Revealed may return awarded materials to the Partner Organization if not properly prepared for digitization.

Preparing your Objects for Digitization

What does “Capture Ready” mean?

An object that is “Capture Ready” has been prepared for digitization so that it can be easily and quickly identified, accurately captured, and safely returned to its protective housing. Please follow the instructions below and complete the Capture Ready Checklist before packing your objects.

Preparing your objects for digitization prior to shipment allows us to process and digitize them as quickly as possible. It also ensures that the objects are returned in the condition that you shipped them in and helps us avoid incurring additional fees from the vendor.

Please note that the vendor will take all precaution to avoid breaking or creasing objects when flattening, but this is an inherent risk of print digitization. The vendor will contact California Revealed if the condition of the physical object will impact the quality of the captured images, and if any special...
handling—such as repair, treatment or disbinding—is necessary. In such cases, the partner organization will be contacted for permission to proceed and may be asked to cover additional digitization costs.

**Step-by-Step Capture Ready Instructions**

1. **Print the spreadsheet of awarded objects provided to you by CA-R and use it as a packing list as you prepare your objects.**
   a. If California Revealed requested updated metadata records prior to shipment, confirm that these updates are already reflected in the packing list.

2. **Compile all objects from the packing list in one location, following your organization’s procedures regarding the removal of collection materials.**
   a. As you “pull” the objects, arrange the objects in the order of their Partner-supplied ID from the packing list.
   b. If you cannot locate an object which was awarded, please email team@californiarevealed.org to inform us.

3. **Complete Steps A-F one-by-one for each object on the packing list. Please do not rely on CA-R staff or the vendor to complete these steps.**
   a. **Separate the awarded object from any unawarded materials.**
   b. **Ensure the object is individually housed.**
      i. This step is particularly important for loose, unbound objects (such as postcards, photographs, photographic negatives, flyers, pamphlets, booklets, newspapers) that typically are not stored individually. Please make sure to separate and send these objects in individual folders.
         1. Make sure to use *folders*. No mylar sleeves or envelopes.
         2. If your shipment contains oversized objects that do not fit in folders, separately wrap the item in acid-free glassine or Kraft paper.
      ii. Objects that are already stored individually (e.g. in their own folder, 4-flap, or box) can remain in their original housing.
      iii. Bound materials in stable condition, such as hardcover books, do not require additional housing to separate them from other objects.
   c. **Confirm that the metadata record in the CA-R Repository accurately reflects the physical object**, paying special attention to condition notes. Please let us know if you come across errors or if you need to make updates. Add any additional considerations using the “Condition Notes” field within the object’s metadata record in the CA-R Repository.
      i. **All print materials**: Please note if dusty, dirty, brittle, damaged, or deteriorated.
      ii. **For bound materials**: Please note if a bound object CANNOT be opened to 180°, and to what degree it can be safely opened for digitization. Additionally, note the condition of the binding, and if the object can be disbound during digitization (if this is necessary, we will contact you for final permission prior to proceeding).
   d. **Prepare the object for capture.**
      i. Remove objects and/or pages from any protective sleeves or enclosures (e.g., mylar sleeves, envelopes, etc.) beyond a simple folder or box. This requirement applies to all objects, including slides and photographic negatives.
ii. Remove any staples or paper clips.
iii. Whenever possible, remove pages from any removable or temporary bindings (e.g., plastic or metal spirals, 3-ring binders, folders with metal clips, books bound with metal studs or grommets, etc.) and place the loose pages in a folder for digitization instead.
iv. Flatten any folds, dogeas, or creases.
v. Unroll and flatten objects stored rolled.
vi. Identify and remove any duplicate copies, selecting only highest quality version to include in your shipment.

e. **Provide notes and instructions regarding how you expect the object to be captured.** Write the directions on a paper flag and with the physical object and enter these notes in the “Partner Administrative Notes” field within the object’s metadata record on the CA-R Repository. Please note:

   i. Any oversized, folded, or loose inserts you would like digitized within an object.
   ii. If the content of the object extends into the margins or the gutters of the object.
   iii. If you expect the blank back of an object to be digitized, or if there are any blank pages you expect to be included in the digital object (CA-R policy is to only digitize pages that include content).
   iv. If there is anything you do NOT want digitized.
   v. Any other relevant information (more detail is always better).

f. **Label the object’s housing with the Partner-supplied ID listed for the object on the packing list.** California Revealed relies on this label to identify each object.

   i. For **bound** objects, insert a paper flag with the ID into the pages of the object.
   ii. For **unbound** objects, label the folder, box, or wrapping of the object with the ID.

4. **Confirm that the physical materials directly match the packing list, that each item is correctly labeled with its Partner-supplied ID, and that there are no extra or missing objects.**

5. **Continue to the Packing Your Objects for Shipment section of this document.**

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**Additional instructions for objects receiving folder-level digitization:**

If an object is composed of loose materials intended to be digitized as a single digital object (e.g. a folder of loose newspaper clippings), please arrange the loose pieces within a folder in the order you expect for the digital object, face up.

- California Revealed will capture the front side only unless there is content on both sides of the page. If you wish to scan both sides of a page within the folder, please insert a flag with this instruction and include a note in the “Notes to Vendor” metadata field.
Capture Ready Checklist

❑ Any duplicates have been removed from awarded materials.

❑ Objects have been removed from their enclosures and placed in folders.
  
  *Example:* negatives are removed from mylar; letters are removed from envelopes.

❑ Objects have been flattened for shipping.
  
  *Example:* creases flattened; dog ears unfolded; objects stored rolled are unrolled.

❑ Objects’ protective housing has been clearly labeled with the object’s Partner-supplied ID.
  
  Call numbers or temporary identifiers have been adhered to carrier folders.
  Do not use Post-It notes as labels (they easily fall off).

❑ All staples and metal clips have been removed.
  
  *Example:* letter pages are not stapled or clipped together.

❑ Objects can be flattened with glass in a book cradle or on a copyboard stand.
  
  *Example:* metal and plastic bindings have been removed; objects have been removed from 3-ring binders, and books bound with metal studs or grommets have been disbound.

❑ Bound objects open with ease and ideally lay flat. At minimum, bindings must open to 90 degrees.
  
  Example: covers and pages turn without breaking, fragile, broken, and/or tight bindings have been noted in the record for the object.

❑ Inserts or loose pieces obstructing content have been removed or flagged with a note on a bookmark.
  
  Note if the insert should be digitized or not. If present, inserts or loose pieces will be scanned in the order in which they are found within the object.
  *Example:* Post-it notes, bookmarks, researcher notes, flags, fold-outs, and other loose ephemera are either removed or marked appropriately.

❑ Please note in the “Notes to Vendor” field if item cannot be disbound.
  
  CA-R and vendor reserve the right to ask the partner institution if material can be disbound for digitization.

❑ Please note condition and signs of deterioration in the “Notes to Vendor” field.
  
  Example: Note vinegar syndrome for microfilm.

*Failure to comply with these guidelines may result in physical objects being returned to partners by California Revealed staff.*
Packing your Objects for Shipment

Before packing, please review the Instructions for Packing your Objects by Material Type, note the material types you plan to ship, then gather your packing supplies.

You may use all or some of the supplies below:

- Scissors and a box cutter
- Archival storage boxes (if available)
- “1st Wrap” Materials
  - Clean, smooth paper such as glassine paper or Kraft paper for wrapping
  - Tissue paper for scrapbooks and fragile bound objects
  - Acid-free artists’/painters’ tape or twine for securing wrapping
  - Corrugated cardboard for softbound or unbound materials
- “2nd Wrap” Materials
  - Cushioning material such as bubble wrap
  - Acid-free artists’/painters’ tape
  - Corrugated cardboard for materials that need additional bracing
- Shipping & address labels
- Strong packing tape
- Outer shipment boxes (see requirements below)
- Loose cushioning material for filling the shipment box, such as crumpled paper or additional bubble wrap

Please avoid the following materials:

- Styrofoam peanuts and padding, as they can break down and damage archival material
- Water-resistant, plastic sheeting, because there is an abrupt temperature drop during shipping, condensation can form inside the sheeting, causing mold and water damage to your materials

Outer shipment box requirements:

- Shipping box must be sturdy enough to send to multiple locations (we will use the same box to ship your materials to the vendor, then back to you after digitization)
- Keep box weight under 60 pounds.
- Double-tape the top and bottom of the box.
- Use filament tape or gummed paper tape to seal and secure the outer box. Using inexpensive packing tape may result in damages.

Instructions for Packing your Objects by Material Type

Steps are adapted from the NEDCC’s Packing and Shipping Paper Artifacts and represent best practice for shipping archival materials. Reference images are provided at the end of this document. Packing instructions for the following material types are provided:

- Standard-size flat materials
- Bound hardcover materials
- Scrapbooks, photographic albums, and fragile bound materials
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- Oversized flat materials
- Unbound newspapers
- Microfilm, slides, and slide negatives
- Glass plate negatives

Standard-size flat materials

**Use these packing directions for foldered materials with dimensions under 26 x 22 inches, such as loose papers, photographs, photographic negatives, postcards, as well as “softcover” or “paperback” bound materials such as booklets or pamphlets.**

A. Confirm the objects are “Capture Ready” and are in individual folders labelled with their Partner-supplied IDs.
B. **Option 1 (Preferred):** If archival boxes, commonly referred to as “Hollinger boxes,” are available . . .
   i. Place the foldered objects in archival boxes in the order of their Partner-supplied IDs.
   ii. Fill any empty space with crumpled paper to prevent shifting.
   iii. Secure the opening of the archival box so that it does not empty its contents during shipping.
   iv. Proceed to Steps C and D.
C. **Option 2:** If archival boxes are unavailable . . .
   i. Separate the foldered objects into 2-inch-thick bundles in the order of their Partner-supplied IDs.
   ii. **1st wrap:** Wrap the bundle of folders in clean, smooth paper, in the same manner as wrapping a present. Tape wrapping paper to wrapping paper (not to the object) using acid free tape, or tie closed with twine. (See Images 1-3)
   iii. Sandwich the wrapped bundle between two pieces of corrugated cardboard, cut slightly larger than the length and width of the folders to protect the materials against bending, folding, or creasing during shipment. (See Images 4-6)
   iv. Secure the sandwich using tape. (See Image 7)
   v. **2nd wrap:** Wrap the sandwiched bundle in a padded material, such as bubble wrap, to absorb shock during shipment. Make sure no edges are exposed. Tape bubble wrap to bubble wrap. (See Image 8-9)
C. Label the outside of the box or wrapped bundle with the Partner-supplied ID range. If materials are missing from the range because of different packing needs, please reflect it in the label (e.g. IDs 10-15, 17-21, 22-44).
D. After being either packed in an archival box or bundled and wrapped, place the prepared materials horizontally in the shipping box, surrounded by cushioning on all 4 sides. (See Image 10)

Bound hardcover materials

**Use these packing directions for bound materials with stiff covers, such as hardcover books, ledgers, or bound newspapers.**

A. Confirm the objects are “Capture Ready” and that a paper flag with a Partner-supplied ID has been inserted into the pages of each object.
B. **Bound hardcover objects should be wrapped individually for protection during shipment.**
   i. **1st wrap:** Wrap each object individually in clean, smooth paper, in the same manner as wrapping a present. Make sure no corners are exposed, providing...
additional protection if necessary. Tape wrapping paper to wrapping paper (not to the object) using acid free tape, or tie closed with twine. (See Images 1-3)

ii. 2nd wrap: Wrap the object again with a padded material, such as bubble wrap, to absorb shock during shipment. Make sure no edges are exposed. Tape bubble wrap to bubble wrap. (See Images 8-9)

★ **If the object’s binding appears to be fragile or deteriorating,** create a 4-flap box to brace the object and prevent movement during shipping that could further compromise the binding. For directions and reference images for creating a 4-flap, see Images 11-17.

C. Label the outside of the wrapped object with the Partner-supplied ID.

D. Once individually wrapped and labelled, place the bound materials horizontally in the shipping box, surrounded by cushioning on all 4 sides. (See Image 10)

**Scrapbooks and photographic albums**

*Use these packing directions for fragile, bound objects that contain materials that have been either inserted or loosely adhered to the pages, such as scrapbooks and photographic albums.*

A. Confirm the objects are “Capture Ready” and that a paper flag with a Partner-supplied ID has been inserted into the pages of each object or adhered to the housing of each object.

B. **Option 1:** If the object is already housed in an archival box, or if an archival box in an appropriate size for the object is available . . .

   i. 1st wrap: Carefully and loosely wrap the object in clean tissue paper. Do not tape the tissue paper closed.

   ii. 2nd wrap: Carefully and loosely wrap the object in a padded material, such as bubble wrap, to absorb shock during shipment. Do not tape closed.

   iii. Place in the archival box.

   iv. Fill any empty space with additional bubble wrap or crumpled paper to prevent shifting.

   v. Secure the opening of the archival box so that it does not empty its contents during shipping.

   vi. Proceed to Steps C and D.

**Option 2:** If archival boxes are unavailable . . .

   i. Create a 4-flap box to enclose the object in after wrapping it. For directions and reference images for creating a 4-flap, see Images 11-17.

      i. 1st wrap: Carefully and loosely wrap the object in clean tissue paper. Do not tape the tissue paper closed. Then loosely wrap the object in a padded material, such as bubble wrap, to absorb shock during shipment. Do not tape closed.

      ii. 2nd wrap: Wrap the object again with a padded material, such as bubble wrap. Make sure no edges are exposed. Tape bubble wrap to bubble wrap. (See Images 8-9)

      ii. Enclose the wrapped object in the 4-flap box to brace the object and prevent movement during shipping that could damage the object.

C. Label the outside of the wrapped object with the Partner-supplied ID.

D. Once wrapped, boxed, and labelled, place the object horizontally in the shipping box, surrounded by cushioning on all 4 sides. (See Image 10)
Oversized flat materials
Use these packing directions for oversized flat objects over 26 x 22 inches, such as maps, panoramic photographs, and posters.

A. Confirm the objects are “Capture Ready” and are in individual folders or wrappings labelled with their Partner-supplied IDs.
B. Separate the foldered objects into 2-inch-thick bundles in the order of their Partner-supplied IDs. Complete the following steps for each 2-inch bundle.
   i. 1st wrap: Wrap the bundle in clean, smooth paper, in the same manner as wrapping a present. Make sure no corners are exposed, providing additional protection for objects with fragile edges. Tape wrapping paper to wrapping paper (not to the object) using acid free tape, or tie closed with twine. (See Images 1-3)
      1. Sandwich the wrapped bundle between two pieces of corrugated cardboard, cut to the dimensions of the bundle, to protect the materials against bending, folding, or creasing during shipment. Secure the sandwich using tape. (See Images 4-7)
   ii. 2nd wrap: Wrap the sandwiched bundle in a padded material, such as bubble wrap, to absorb shock during shipment. Make sure no edges are exposed. Tape bubble wrap to bubble wrap. (See Images 8-9)
C. Label the outside of the box or wrapped bundle with the Partner-supplied ID range. If materials are missing from the range because of different packing needs, please reflect it in the label (e.g. IDs 10-15, 17-21, 22-44).
D. After being either packed in an archival box or bundled and wrapped, place the prepared materials horizontally in the shipping box, surrounded by cushioning on all 4 sides. (See Image 10)

Unbound newspapers
Use these packing directions for unbound newspapers.

A. Confirm the objects are “Capture Ready” and are in 2-4-inch-thick bundles in chronological order of the issues (note: each issue should have its temporary ID attached). Complete the following steps for each bundle.
   i. 1st wrap: Wrap the bundle in clean, smooth paper, in the same manner as wrapping a present. Tape wrapping paper to wrapping paper (not to the object) using acid free tape, or tie closed with twine. (See Images 1-3)
      1. Sandwich the wrapped bundle between two pieces of corrugated cardboard, cut to the dimensions of the bundle. This will protect the materials against bending, folding, or creasing during shipment. Secure the sandwich using tape. (See Images 4-7)
   ii. 2nd wrap: Tightly wrap the sandwiched bundle in a padded material, such as bubble wrap, to absorb shock during shipment. Make sure no edges are exposed. Tape bubble wrap to bubble wrap. (See Image 11)
B. Label the outside of the box or wrapped bundle with the Partner-supplied ID range. If materials are missing from the range because of different packing needs, please reflect it in the label (e.g. IDs 10-15, 17-21, 22-44).
C. After being bundled and wrapped, place the prepared materials horizontally in the shipping box, surrounded by cushioning on all 4 sides. (See Image 10)
Microfilm, slides, and slide negatives
Use these packing directions for microfilm reels, slides, and slide negatives.

A. Microfilm
   i. Confirm the reels are “Capture Ready” and housed in individual boxes.
   ii. Proceed to Steps C and D.

B. Slides and slide negatives
   i. If the slides are housed in boxes, leave them in their boxes. Make sure the slides are in the order of the Partner-supplied Identifiers, then proceed to Steps C and D.
   ii. If the slides are loose, separate the folded objects into 2-inch-thick bundles in the order of their Partner-supplied IDs. Complete the following steps for each 2-inch bundle.
      iii. 1st wrap: Wrap the bundle in clean, smooth paper, in the same manner as wrapping a present. Tape wrapping paper to wrapping paper (not to the object) using acid free tape, or tie closed with twine. (See Images 1-3)
         i. Sandwich bundle between two pieces of corrugated cardboard, cut to the dimensions of the bundle. This will protect the materials against bending, folding, or creasing during shipment. Secure the sandwich using tape. (See Images 4-7)
         iv. 2nd wrap: Tightly wrap the sandwiched bundle in padding, such as bubble wrap, to absorb shock during shipment. Make sure no edges are exposed. Tape bubble wrap to bubble wrap. (See Images 8-9)

C. Label the outside of the box with the Partner-supplied ID range.
D. Once wrapped, boxed, and labelled, pack the boxes tightly, surrounded by cushioning on all 4 sides. (See Image 10)

Glass plate negatives
Use these packing directions for glass slides or negatives. Please note because these materials are extremely sensitive to abrasion, special care must be taken to pack them vertically and as tightly as possible to reduce friction, shifting, and movement during transport. Do not ship broken glass negatives, unless you have received explicit permission from CA-R.

A. Confirm the objects are “Capture Ready” and are in individual paper enclosures labeled with Partner-supplied IDs.
B. Find a rigid cardboard box that fits the negatives vertically and horizontally to tightly pack the plates, prior to placing it in the shipment box.
C. Cut two pieces of corrugated cardboard to the dimensions of the plates.
D. Keep the plates in their individual enclosures and align them vertically against each other in the box, with the pieces of corrugated cardboard inserted into the front and back ends of the box.
   i. For flat plates in stable condition, place them side-by-side vertically next to the other plates, with no padding in between.
   ii. If a plate is warped, sandwich the plate with thin polyethylene foam (Ethafoam or Volara) on each side to avoid cracking the plates when they are compressed against each other or adjacent flat plates. The foam sheets conform to plate surface irregularities and minimize stress on the plate.
E. Fill any empty space with additional bubble wrap or foam to prevent side-to-side plate movement or end-to-end shifting. Make sure the plates are tightly packed and completely supported upright.

F. Secure the opening of the box so that it does not empty its contents during shipping.

G. Label the outside of the box with the Partner-supplied ID range. If materials are missing from the range because of different packing needs, please reflect it in the label (e.g. IDs 10-15, 17-21, 22-44).

H. After being packed, place the prepared box in the shipping box so that the plates remain vertical during shipment. **Make sure that the box is surrounded by cushioning on all 4 sides. Do not stack the boxes more than two high within the shipping box.**

I. Place a label on the shipment box stating “THIS SIDE UP” to instruct the shipment provider to keep the plates and box vertical during shipment.

**Shipping Guidelines**

California Revealed’s preferred shipment provider is FedEx because of their reliable, robust, tracking system. You are welcome to use a shipper of your choice, including FedEx, UPS, or USPS.

Whatever method you use, please email team@californiarevealed.org once you ship your items and provide us with a tracking number. We recommend pre-paid 2-day shipping. Most shippers offer pick-up services.

**Ship all materials to:**

Attn: Elizabeth Seeley  
California Revealed  
California State Library  
900 N St  
Sacramento, CA 95814  
Phone: 916-603-6719
Shipping Checklist

- Print, review and sign the Partner Agreement. Include it in the shipment with your items.

- Carefully review the Award Email, including the attached spreadsheet of awarded items.

- Confirm that each metadata record in the CA-R Repository accurately reflects the physical object being shipped, including any condition notes. If California Revealed requested updated metadata records prior to shipment, confirm that this step is complete and that the records have been updated before shipping any items.

- Print the spreadsheet of awarded items from the Award Email to use as a Packing List. If the metadata records have been updated since the Award Email was issued, contact California Revealed for an updated spreadsheet. Confirm that the physical materials directly match the Packing List and that there are no extra or missing items.

- Confirm that each object has its unique Partner-supplied ID (Call Number or Temporary ID) label attached to its housing. Any item lacking a label will be returned to the Partner.

- Print material only: Confirm the items are prepared and packed according to the Capture Ready instructions and checklist. Any item not adhering to these guidelines will be returned to the Partner.

- Ship the Partner Agreement, the Packing List, and materials to California Revealed:
  Attn: Elizabeth Seeley
  California Revealed
  California State Library
  900 N Street
  Sacramento, CA 95814

- Email California Revealed staff (team@californiarevealed.org) with the name of the shipping company and the tracking number once the materials are shipped.

- Confirm that there are NO nitrate materials in the package.

Did I include...?

- Partner agreement
- Packing list
Reference Images

Images are borrowed from the NEDCC’s Packing and Shipping Paper Artifacts instructions. Many thanks to the NEDCC for their professional guidance and expertise during the creation of CA-R’s shipping guidelines.

Image 1: First wrapping with glassine paper.

Image 2: Wrapping and folding the paper around the object.
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Image 3: Adding additional protection to the object’s corners.

Image 4: Measuring the first wrapping.

Image 5: Cutting the cardboard to slightly larger than the dimensions of the first wrapping.
Image 6: Sandwiching the first wrapping between the two pieces of cardboard.

Image 7: Securing the sandwich using tape. Make sure original materials do not get stuck to the tape by using barrier paper under the packing tape.

Image 8: Second wrapping with bubble wrap.
Image 9: Securing the second wrapping with tape.

Image 10: Placing prepared, packed, and labelled materials horizontally in the shipping box, surrounded by cushioning on all 4 sides.

Image 11: Wrapping bundles of newspapers in bubble wrap.
Images and Directions for Creating a 4-Flap Box

Image 11: Locate either a large cardboard sheet or a cardboard box that can be broken down into a flat sheet.

Place the prepared materials on the center of the cardboard, and use a dowel, or another object (like the back of a box cutter), to crease the cardboard next to the edge of the wrapped materials, along the entire length of the cardboard. Do this on all 4 sides of the wrapped materials.

Image 12: Crease the cardboard to form a box around the wrapped materials.
**Image 13:** Fold the cardboard on either side of the object to form a box.

**Image 14:** Remove the corners of the cardboard sheet to make it possible to fold the other 2 flaps.

**Image 15:** Cut and leave tabs to seal corners.
Image 16: Press tabs inward to seal corners.

Image 17: Seal the flaps with filament tape and label the outside of the 4-flap with the Partner-supplied ID.

Additional Packing and Shipping Resources

NEDCC Northeast Document Conservation Center – Packing and Shipping Paper Artifacts

Gaylord Archival — Packing and Shipping Materials

NARA — How do I Move Glass Plate Negatives?