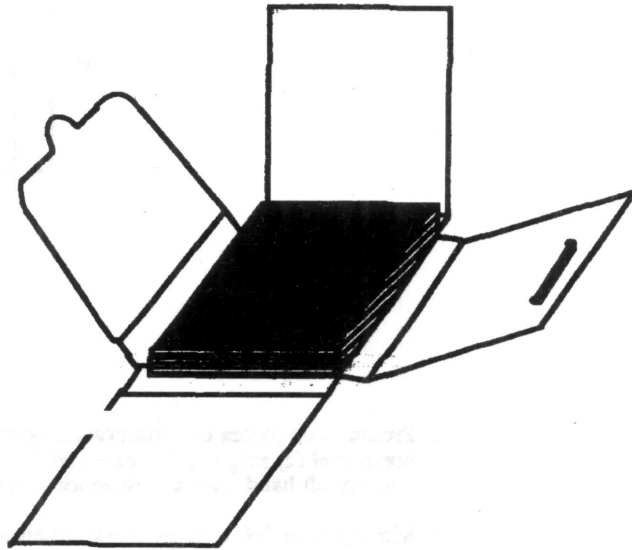


Wraparound

Candidates:

Intended to provide physical protection and some support to items of moderate weight and thickness.

Time to complete protective enclosure = 30 minutes



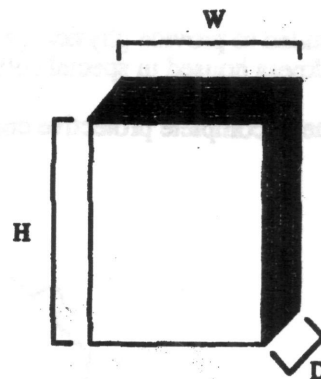
Materials:

ruler
triangle
pencil
scalpel
bone folder

20 pt. map folder stock
self healing cutting mat
heavy duty paper cutter or board shear
415 double sided tape

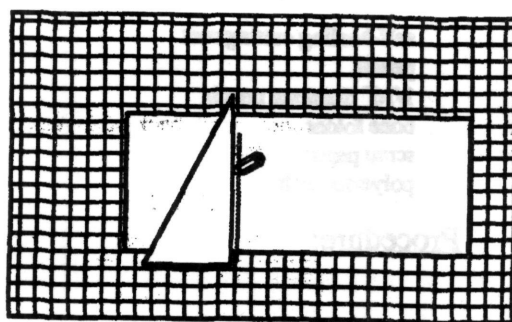
1. Using a triangle and a ruler, measure the item's dimensions, always remembering to take the largest exact dimensions. Write these down.

(H) height
(W) width
(D) depth



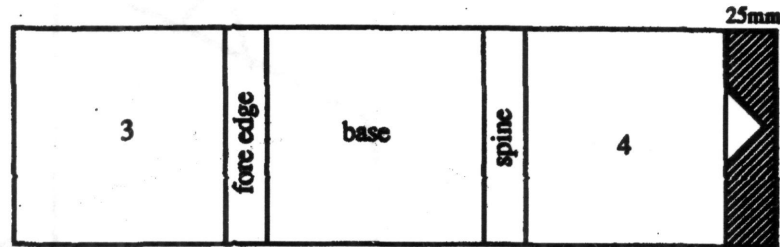
2. Cut 2 pieces of map folder stock from a larger sheet. One will be to accommodate the vertical (v) dimension + 1/8" (2 mm) and the one will accommodate the horizontal (z) dimension + 1/8" (2mm).

3. Moving from left to right, mark dimensions lightly in pencil on vertical strip where folds will be scored. Using a ruler and bone folder, score lines for folds on the vertical strip. A triangle and the squares on a self-healing mat may be used to achieve proper alignment for scoring straight lines.



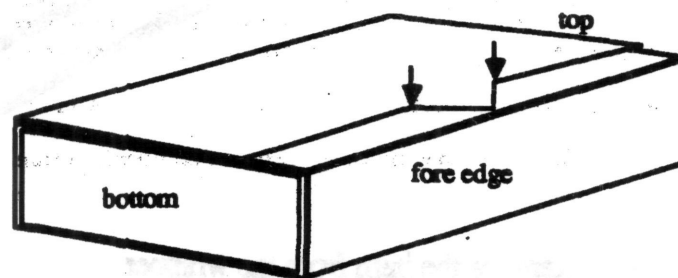
4. At score lines, gently and carefully enhance fold by bringing board up against straight edge and smoothing with bone folder. After creasing all vertical folds, position vertical strip around book to check for proper fit. Once you are sure the vertical strip fits properly, mark and make creases for the horizontal strip. Check horizontal strips fit around the book and vertical strip together.

5. Next, cut tabs for closure. Lay the horizontal strip down so that the outside of the strip is facing you. On the outer right flap, draw a line approximately 1 1/2" from the outer edge of flap. Use the ruler to find the center and draw a triangle in the center. (A triangle may be used as a template.) Cut away all excess board, using a ruler and a scalpel so that only the triangle remains.



6. Round all corners of the strips, including the tip of the triangle tab using scissors or a corner rounder.

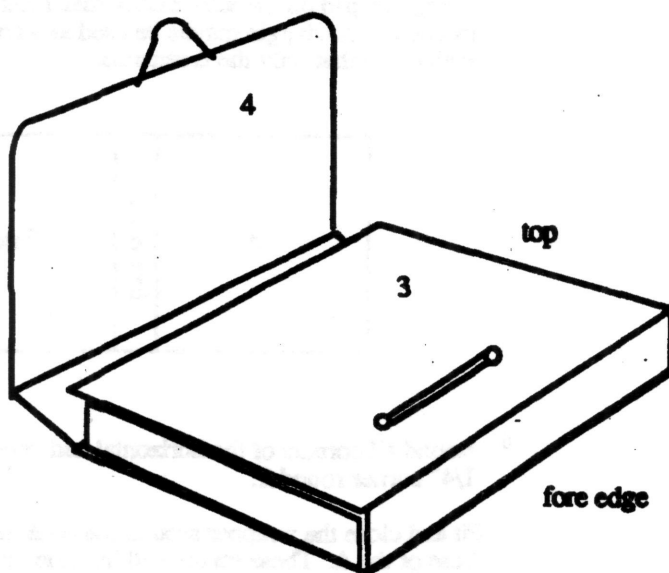
7. Fit and close the wrapper around the book and mark the points on the outer right flap that meets the base of the triangle tab. These marks indicate the placement of the slot for the tab closure.



8. Remove the item from within the strips.

9. Place a piece of scrap board under the horizontal strip where the slot will be cut. Using a small screw punch make a circle or using a scalpel cut a small triangle at the end of the closure line. Cut the slot between the two holes or triangles.

10. Place the item in the wrapper again to check for proper fit and closure. The item should fit snugly enough so that no movement occurs within the wrapper, yet not too tight to crumple pages or corners or strain the closure of the wraparound.



11. Remove item from the wrapper. Adhere vertical and horizontal pieces using double sided tape around the center (base) of the horizontal strip. Pull up an inch of tape at opposite corners and then position the vertical wrapper and press down lightly. Peel up the tape the rest of the way and bone down well.

12. Erase all pencil marks, such as identification numbers or crease markings, on boards before item is placed in wrapper.

Directions modified from Emory University Conservation Lab.