



SAVING YOUR Treasures

A Website about what you can do to protect and preserve the things of importance in your life



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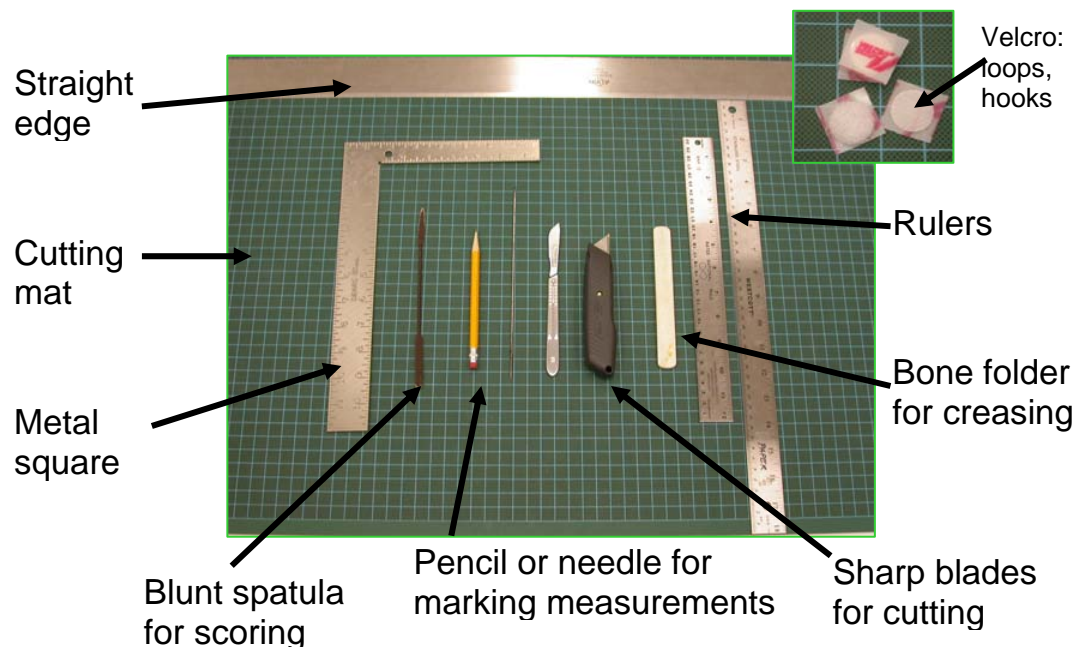
MAKING A FOUR-FLAP ENCLOSURE

A four flap enclosure can be used to house several types of objects including glass negatives, photographs, books, manuscripts, and other items needing surface protection or an enclosure to keep loose parts together.

Materials

- Square, T-square, and/or straight edge
- Pencil or other pointed device for marking measurements
- Utility knife or other sharp bladed cutting instrument
- Bone folder or other scoring device
- Rulers
- Cutting mat
- Acid-free, lignin-free board that can be scored and folded
- Velcro or acid free cotton twill tape for tying.

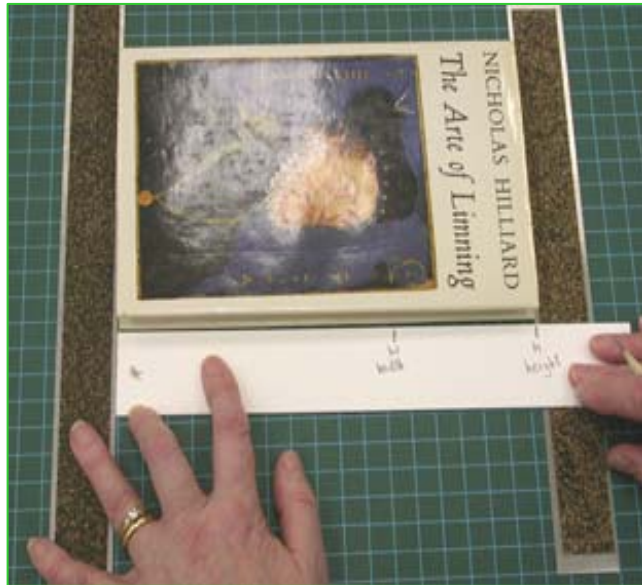
Some of the equipment you may find useful:



Procedure:

1. Before beginning, determine what type of board is needed to protect your object.

Typical books will require 20 point acid free lignin free board. However, larger books, or books with special needs may require a heavier corrugated board to securely house the item. Use of a thicker board will require additional measuring because you will have to compensate for the thickness of the board in the creases and folds. The board should be of a thickness and strength that corresponds to the requirements of the object to be housed.



Measuring height and width with a straight edge.

2. Measure the item in all three directions: **height**, **width**, and **thickness**.

Take measurements across the largest portion to ensure that the item will fit in the enclosure. For ease in measuring the length and width, place a straight edge along both edges of the item and measure the distance between the two sides. For the thickness of the item, you may want to use calipers to more effectively measure the object at its greatest depth.

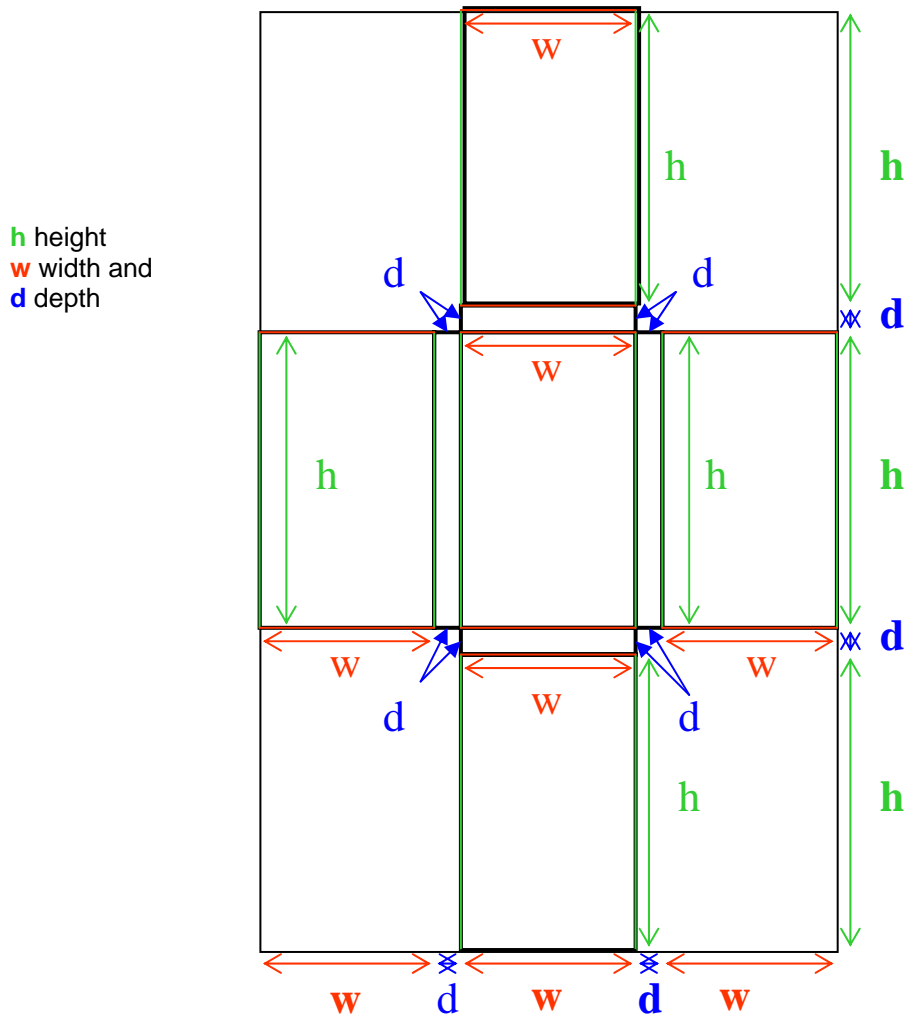


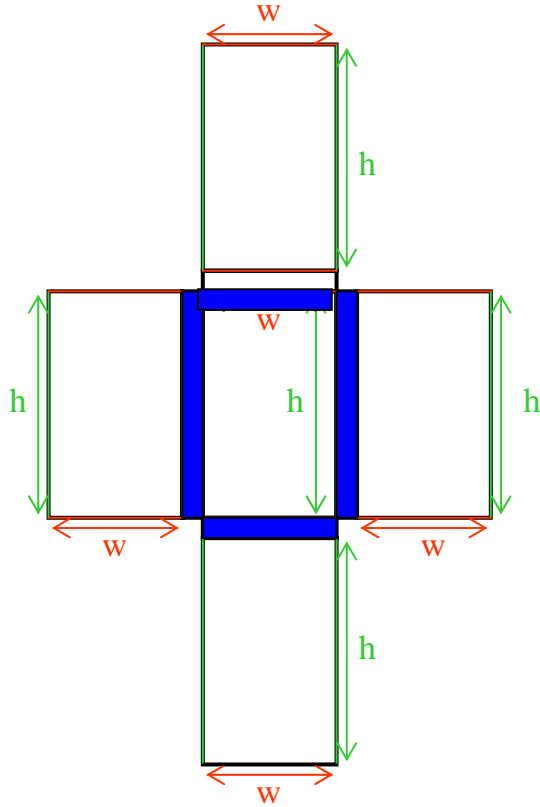
Measuring thickness with calipers.

Write down your measurements on a piece of paper.

3. With your measurements, mark your board with lines either by scoring or by using a pencil as indicated in the illustration below.

Your board must measure at least $(3h + 2d)$ by $(3w + 2d)$. If you are using a thicker board you must add the thickness of the board to each of your upcoming fold lines to compensate for the folds.





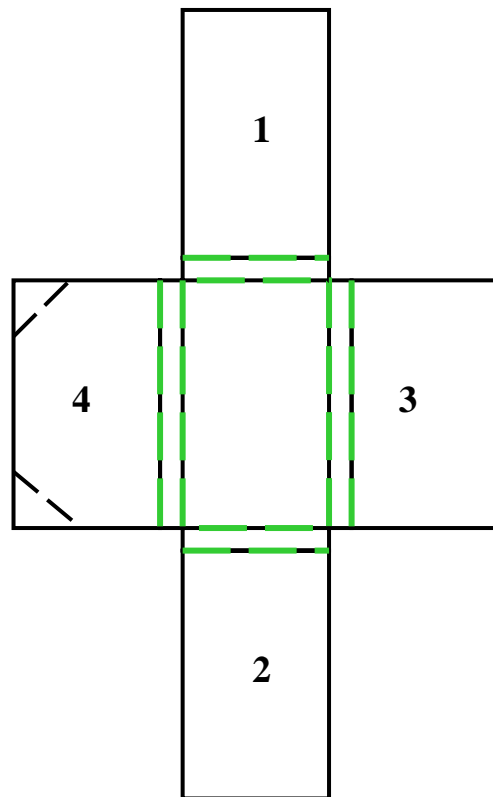
4. Remove the four corner areas to create the shape that will wrap around your item. The result should look something like this:

Five rectangles measuring the **height x width of the object** separated by the **depth** of the object

5. Next, using a straight-edge and a bone folder, crease the board at the score marks or pencil marks on the vertical and horizontal sides. These are indicated with green dashed lines in the illustration to the right.



Crease the board with a straight edge or a bone folder.



6. Cut off the corners of the fourth flap. Fold the flaps over your item in order, 1 through 4 as shown in the previous illustration. Make sure the first flap folded in completely covers your object. This will prevent the formation of an indentation in your object along the edges of the flap.



Make sure the item fits in the enclosure.

7. Stick both the loops and hooks of Velcro together, peel off the backings and stick the tabs to the inside of the flap (or tie with twill tape to secure).



Velcro hooks and loops.



Place hooks on inside of flap.

8. Fold the flap over the book and press the Velcro firmly down. Check to see that the Velcro has adhered to the enclosure.

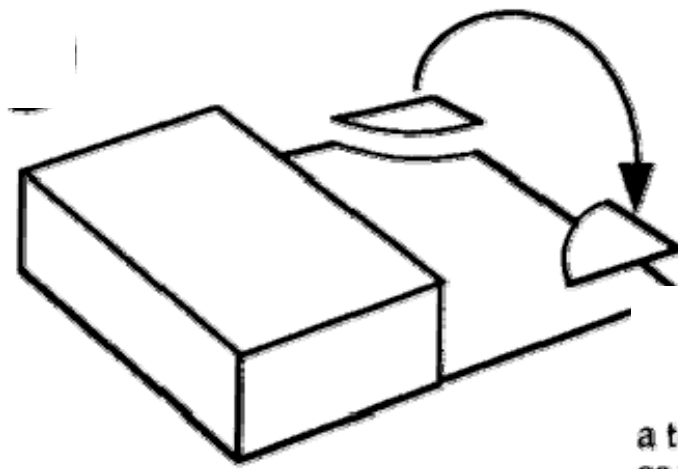


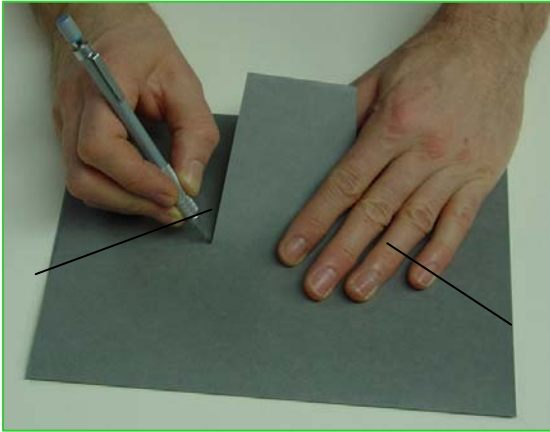
Fold flaps over object.

An alternative closing method is to create a tuck flap to secure the enclosure if you are not using thick board or corrugated board. The steps for this are as follows:

1. Remove your item from the enclosure.

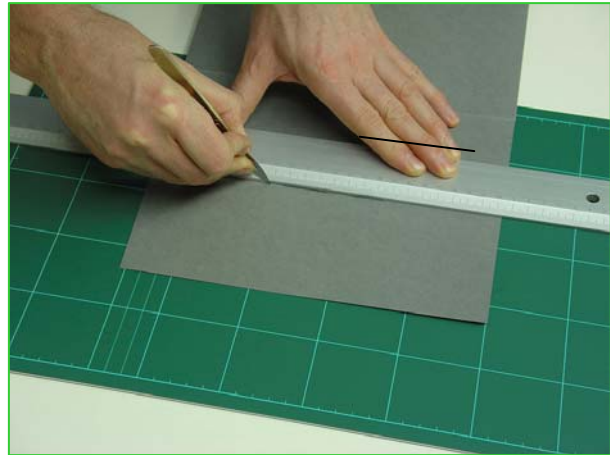
Open the outer (fourth) flap on a cutting surface and cut off one corner as shown. Turn the cut-off corner upside down and use it as a template for the second corner. This ensures that the flap being created will be centered.





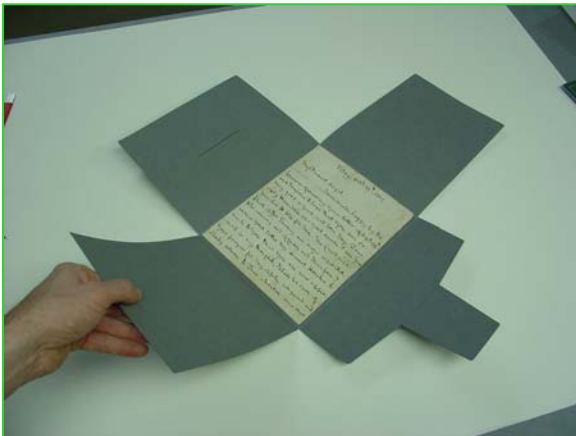
Cut out tab.

3. Cut out the slit by cutting in the third flap as shown. (Do not cut through more than the third flap.)

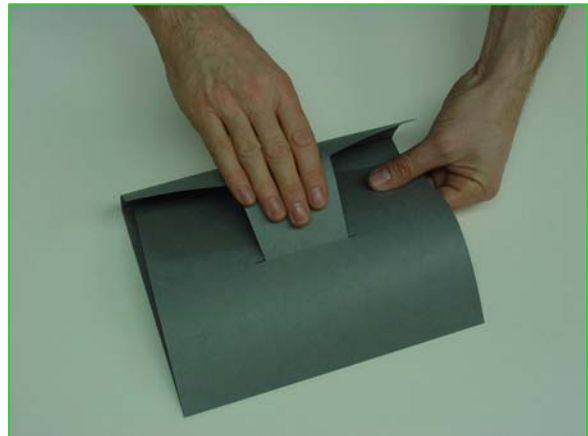


Cut slit to insert tab.

4. Close the four-flap enclosure and insert the tab into the slit.

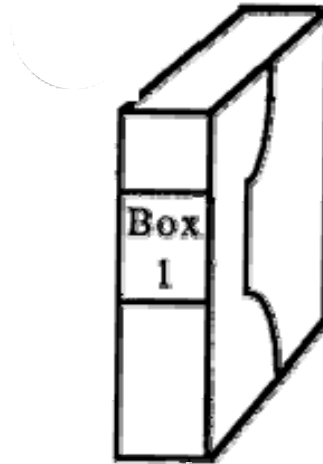


Insert tab into slit.



Place object in enclosure.

The spine of a book in a four-flap enclosure is shown below. A spine label can be made and attached to the outside of the enclosure so that when the item is shelved, the title is visible. An enclosed book is most easily shelved with the flap in this location.



Simple four flap enclosures for the protection of objects have become important because they:

- Protect objects from wear and tear.
- Protect objects from soot, smoke, fire, and light water damage. Small differences in temperature can separate moderate damage from major, and enclosures can provide extra time before an object burns. Enclosures also can give protection to damaged objects, while they await conservation.

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