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Phase Box

Department of Preservation and Conservation
Syracuse University

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Phase Box

The "phase box" is a simple, low-cost, enclosure made from 20pt acid-free folder stock. It is designed to protect brittle, deteriorated, "low priority" items.

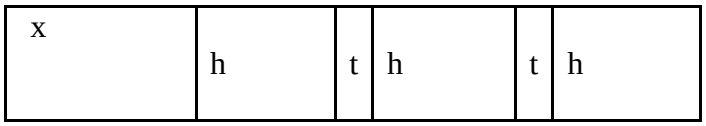
All measurements will be taken from the book to be boxed. No rulers are necessary.

Time: 10-15 min. per box when batched.

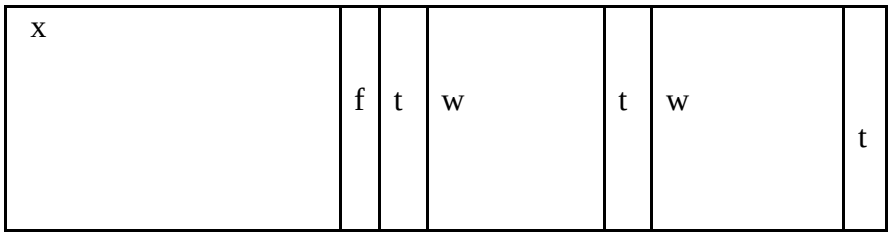
The grain direction will run parallel to the spine in all creases.

ξ Tools Needed: pencil, board shear, double sided tape, triangle, scalpel, bone folder, creasing jig.

- Cut two strips of heavy folder stock, one measured to the exact height of the book and one the exact width.
- Mark according to diagrams.



This strip is cut to the width of the book. Mark the height(h) using the height strip and the thickness(t). X marks the excess to be cut off.

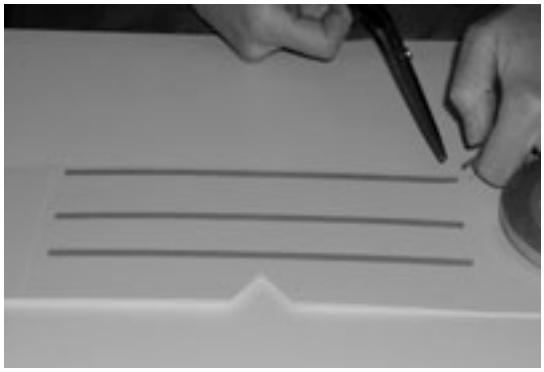


This strip is cut to the height of the book. Mark the width(w)using the width strip, the thickness(t) and the flap(f). X marks the excess to be cut off. The thickness measurement of the far right should be approximately 2mm less than the actual thickness to accommodate folding.

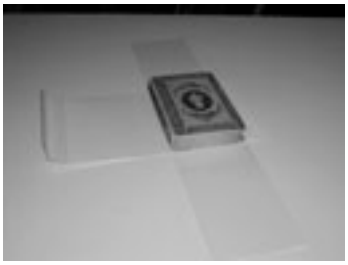
- Crease and fold.

Assemble:

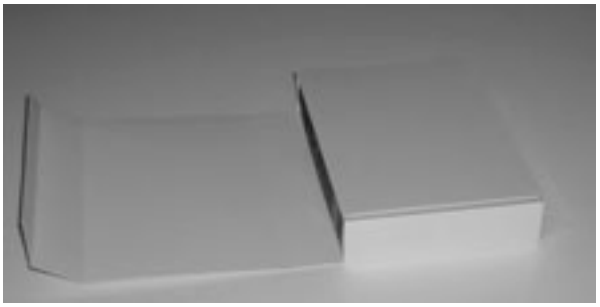
- On the vertical strip, cut a triangle wedge out of the center right. Place three strips of double-sided tape vertically.

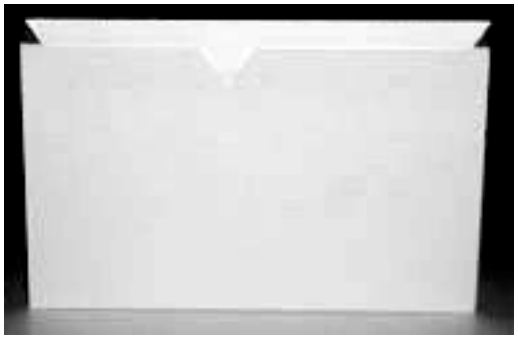


- Bevel the corners of the tuck on the horizontal strip. Remove the right-most tape barrier and place the horizontal strip on the vertical strip, being careful to get it centered and straight. Remove other tape barriers and bone down.



- Place in book and fold up.





Shelf Preparation

- With a permanent, fine-tipped marker, write the call number on the spine (the side opposite the tucked in flap).

- When completed, put book and box on the reshelve shelf for quality control and reshelving.