PACKING LIBRARY MATERIALS FOR DELIVERY TO PRESERVATION AND BINDERY PREP

Library materials sent to Preservation and Bindery Prep may be fragile, damaged, or in need of a little extra protection during transport. The packing methods described here are intended to reduce the possibility of damage by cushioning and immobilizing materials inside the totes.

The Preservation Department has purchased a supply of foam packing sheets, which will be supplied to all units that send materials to Preservation and Bindery Prep. Please use the foam sheets being supplied to you, and contact the Preservation Lab when you need more. Along with this new method of packing, please follow the addressing/labeling instructions below, so that Library Mail Services will know not to open these totes and mix materials with other deliveries.

PACKING TIPS

- Line the tote with foam sheets.
- Then arrange books either spine down, flat, or a combination. Place large books flat on the bottom.
- Fill empty spaces with rolled or folded foam sheets so materials cannot shift or slide around.

The idea is to cushion materials and keep them from moving. The illustrations below show some ways this can be accomplished, but do whatever works!

ADDRESSING AND LABELING TOTES

Tape an address label on top of each tote spanning the two parts of the lid. Please include a “TO” and a “FROM.” Here is an address label you can printout.

Thank you for your help in minimizing damage to the collections!

E. Lingle Craig Preservation Lab, 3/2015