

Guidelines for Choosing Stabilizing Enclosures for Rare Book Room Materials

Name	Description	Special Requirements	Best Used For	Miscellaneous Notes
Double Wall, Drop-spine Box (a.k.a., clamshell)	A Clamshell is a box made with two trays that fit into one another. These trays are lined with either conservation-quality paper or cloth. The outer trays are covered with F-grade buckram, grey linen cloth, or canapetta.	Require specification of cloth type and color. For buckram seen the bindery's buckram color guide. For canapetta, you may choose between burgandy, blue, or an unbleached, natural color.	<ul style="list-style-type: none"> ▪ Show pieces. ▪ Items that require protection due to regular handling, access, or transport. ▪ Items that will be loaned. ▪ Intended as a permanent enclosure, so not for items that will receive conservation treatment. 	<p>Due to their passive closing mechanism, commercially produced clamshells are not very appropriate for warped vellum bindings.</p> <p>Can be produced by the Bindery or in-house.</p>
Phase Box	Typically made of blue-grey barrier board, these boxes feature either a button-tie or a Velcro fastener.	None	<ul style="list-style-type: none"> ▪ Vellum bound books. ▪ Books at least 1.5" thick and not meeting requirements for other, lightweight enclosures. ▪ Items that will likely receive conservation treatment in the future. 	<p>The active closing mechanism makes a phase box perfect for keeping vellum-bound items from warping in inappropriate environmental conditions.</p> <p>Produced in-house or by the bindery.</p>
StorPak (a.k.a., Pizza Box)	Typically constructed of e-flute, corrugated board or other lightweight boards, the construction of these boxes resembles that of a pizza box. Inexpensive and light-weight, these are good for general	<p>Smallest: 101.6mm x 76.2mm x 20mm (4" x 3" x 3/4")</p> <p>Largest: 609.6mm x 381mm x 101.6mm (24" x 15" x 4")</p>	<ul style="list-style-type: none"> ▪ Weak, 19th Century publisher's cloth bindings ▪ Volumes that only need a little bit of support. ▪ Volumes that could otherwise go into a phase box but are "standard" 	<p>These boxes require some assembly as they are shipped from the vendor flat.</p> <p>They are only available from the vendor.</p> <p>We recommend a minimum thickness of 3/4". Below that, see</p>

	collections maintenance		<ul style="list-style-type: none"> ▪ sized. ▪ Small volumes that need some protection due to size. ▪ Items that will likely receive conservation treatment in the future. 	“Tux Box” below.
Portfolio	A Portfolio is a wrap-around style enclosure comprising a front and back cover with a multi-flap enclosure attached to the back cover. The flaps of the enclosure completely cover the contents.	Require specification of cloth type and color. For buckram seen the bindery’s buckram color guide. For canapetta, you may choose between burgandy, blue, or an unbleached, natural color.	<ul style="list-style-type: none"> ▪ Collections of loose material, such as galley proofs, unbound materials, and other collections of loose, published material. ▪ Intended as a permanent enclosure, so not for items that will receive conservation treatment. 	Can be produced by the Bindery or in-house. Please consult with Preservation and Conservation prior to ordering.
Four Flap	A four flap resembles a pamphlet binder in construction. However, the	Under 3/4” thick. For specifics, see the Conservation lab.	<ul style="list-style-type: none"> ▪ Intended for pamphlet-like materials. 	Commercially produced and procured through Preservation and Conservation.
Tux Box	A lightweight folding enclosure for small items (i.e., under 3/4” thick and not large enough to require a portfolio).	Under 3/4” thick. Not for items that are oversized.	Thin, lightweight volumes.	Commercially produced and procured through Preservation and Conservation.