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Four-Flap Enclosure Notes

Enclosures provide protection for fragile books during shelving and handling. A four-flap enclosure is a quick and easy way to protect a book or pamphlet between $\frac{1}{4}$ " and $\frac{3}{4}$ " thick. Thinner objects can be placed in acid-free envelopes, while thicker ones can be placed in sturdier boxes.

Alternate instructions for a four-flap can be found here:

<http://www.nedcc.org/free-resources/preservation-leaflets/4.-storage-and-handling/4.6-card-stock-enclosures-for-small-books>

Directions for a sturdier box for thicker books are available here:

<http://cool.conservation-us.org/byorg/abbey/an/an15/an15-6/an15-610.html>

Supplies for Four-Flap Boxes

Tools

- Cutting mat
- Pencil
- Staedtler-Mars or Magic Rub eraser
- Straightedge
- Bone folder
- Break off knife or scapel (Do not use X-acto knives)
- 30-60-90 triangle (optional)

Supplies

- 20 point folder stock
- 3M #415 double sided tape (1/4")