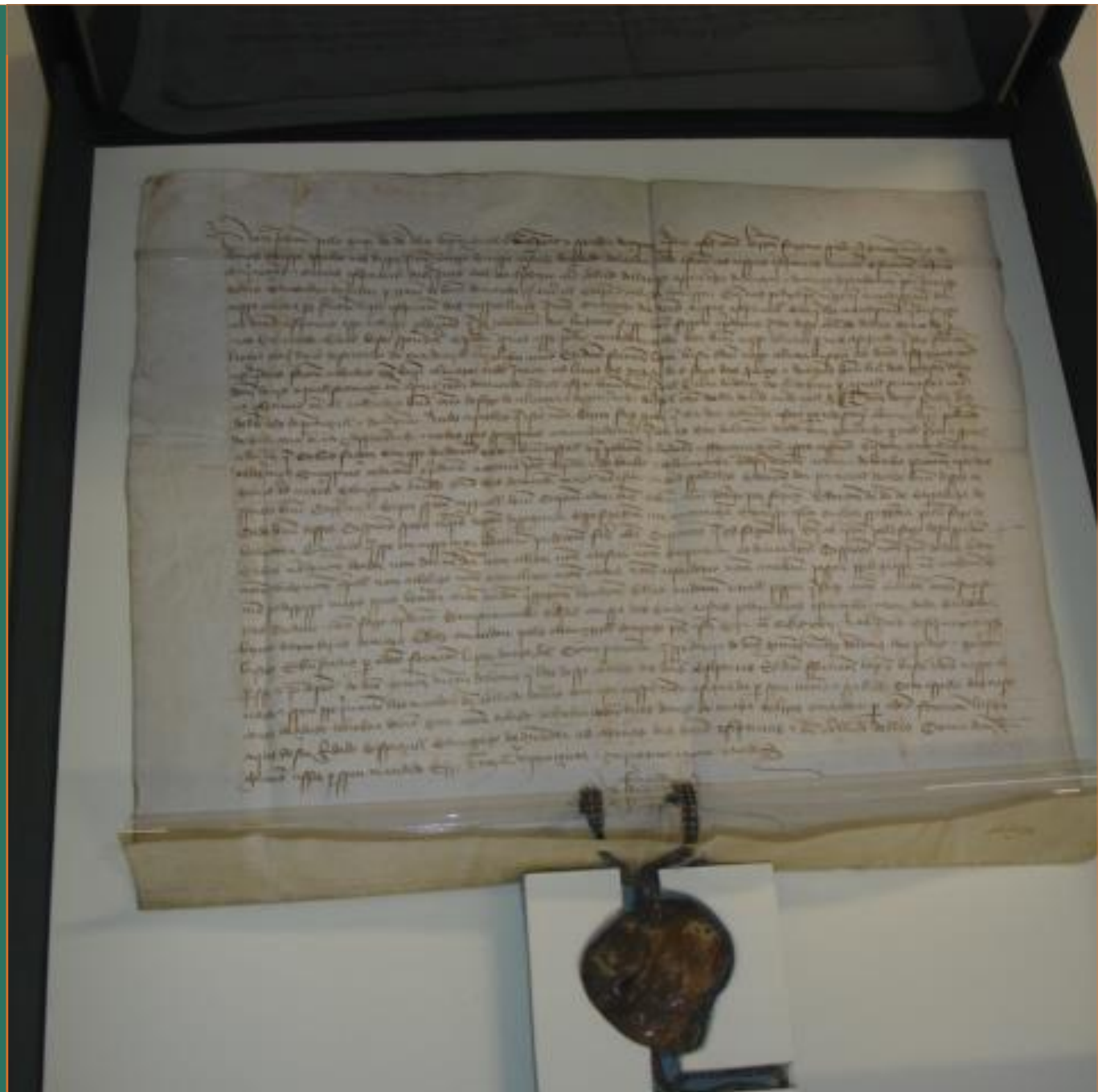


1 - document measuring; 2 and 3 – cardboard marking, cutting and folding the cardboard; 4, 5 and 6 - gluing the two cardboard strips; 7, 8, 9 and 10 - application of metal buttons and fabric tape; 11 and 12 - box concluded.



## 1. What are protective enclosures for documents?

O acondicionamento é uma das ações mais importantes na preservação dos documentos, uma vez que oferece proteção em diversas situações: no manuseamento, armazenamento, transporte, nas exposições, em caso de incêndio (fumo), inundações; protege da luz, do pó, da poluição e promove o isolamento das flutuações de temperatura e humidade relativa.

## 2. What types of materials do we use?

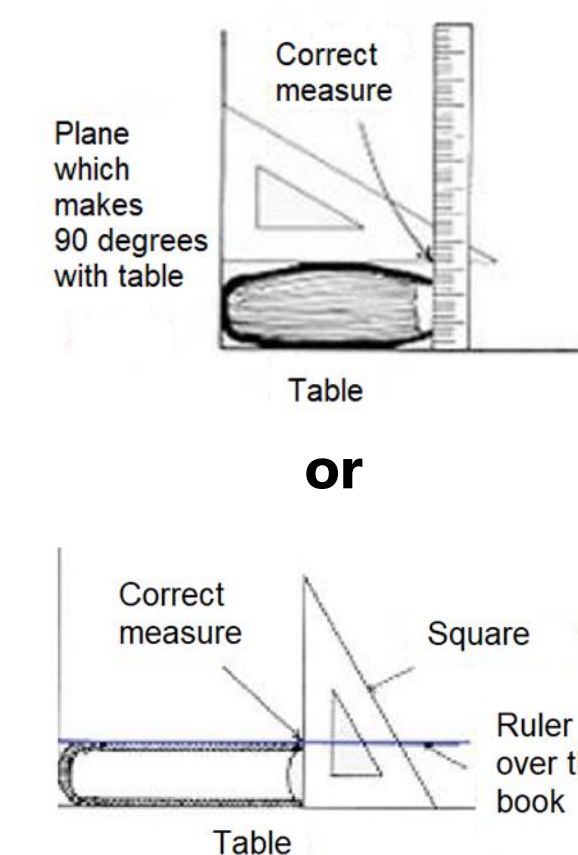
For the confection of custom boxes, the following materials are generally used:

- ❑ Tools: scalpel, bone folder, ruler, metal set square, brush, pricker, hammer, cutting mat, tweezers;
- ❑ Supplies: white glue, acid-free cardboard of various weights (650, 1000 or 1300 mic), cotton tying tape, handmade rectangular shaped cardboard, metal button;

Boxes already made can be acquired. In any case, compatible (neutral) materials should always be used for the long-term preservation of documents.

## 3. How to make a simple box?

How to measure:



Northeast Document Conservation Center

<https://www.nedcc.org/free-resources/preservation-leaflets/4.-storage-and-handling/4.5-protecting-books-with-custom-fitted-boxes>

## 4. Understanding reality

Personalized packaging solutions, adjusted to your necessities, can only be provided by a Conservation and Restoration professional.

Consult the PowerPoint "Good practices: managing, packaging and storage" in:

<http://abm.madeira.gov.pt>