

## How to Measure Books for Protective Boxes

Volumes in which the book's structure is not visibly distorted, warped, or swollen should fit their protective boxes comfortably; that is, very slightly loosely. On the measurement form, fields 1 through 4 should be completed for such books.

If the volume is warped or distorted in some way, a certain amount of compression can be used to return the book to slightly to its original dimensions. Too much pressure however is also bad. In the case of such volumes, the person taking the measurements should use a certain degree of judgment to determine the proper dimensions. In addition to the four basic measurements, warped or distorted books require five additional measurements (numbered 5 through 9 on the form).

With the book in hand the indicated measurements should be made and entered. Measurements must be in inches and should be made to the sixteenth of an inch. Dimension number 1 (width of the book) should include any raised cords or bands in the spine if these are present. Each book requires two forms, one of which will be returned inside the book's box.

Choosing a boxboard is dependent on budget and the material from which the book is made. Our boxboards are .060-.065" thick, which is approximately the same as a standard 4-ply mat board. These are all handmade, and the majority of the cost is from the labor and not the board being used. If economy is an issue, use our Grey/White board. The Lig-Free I is a step up from this, and may be slightly sturdier as well. Both of these boards are alkaline buffered ("acid-free") with a pH of ~8.5. The MicroChamber and MicroChamber/ Silversafe boards are a further step up in terms of protection. In addition to the chemical composition found in the Grey/White and Lig-Free I boards they also include our proprietary zeolite which was specifically engineered to remove the acids, peroxides, and by-products of deterioration which are known to harm books and their component materials. In the case of a book covered in silk or leather, or any other material which may be sensitive to alkalinity, select the MicroChamber/ Silversafe as it has an inner surface of neutral pH, non-buffered (pH 7.0) cotton which will be in direct contact with the book. If the book has an unpleasant odor, such as a musty smell or residual smoke, the MicroChamber boards will remove that odor and should be strongly considered.

There are two "styles" from which to select as well. The "Regular" style is somewhat stronger and includes a rivet on both the spine and the cover. Volumes less than an inch thick must be done this way. The "New" style boxes have rivets on the spine only, which large facilities may appreciate as this takes up less space on shelves.

**Your Name/ Institution**

**Author/ Title/ Call Number of Volume**

**Normal Volume**

1. Width at Center
2. Height at Fore-Edge
3. Thickness at Top of Spine
4. Thickness at Top of Fore-Edge ("Pages" side)

**Distorted Volume? Please Complete This Section**

5. Height at Spine
6. Width at Top
7. Width at Bottom
8. Thickness at Bottom of Spine
9. Thickness at Bottom of Fore-Edge

**Choice of Board (circle one):**

Grey/White

Lig-Free I

MicroChamber

MicroChamber/Silversafe

**Style (circle one)**

Regular

New