

Basic Packing

Basic Packing

How do I pack an object

In this section, the general guidelines for packing objects are outlined before different object types – such as small objects, large objects, textiles and costumes – are looked at in more detail.

When packing objects, there are a few basic guidelines to follow...

The object should be easy to identify without removing it from its packaging, so that handling of the object is kept to a minimum.

To achieve this:

Objects should be placed in nests of tissue or Plastazote® (rather than being rolled up in it).

Objects should be clearly labelled. If possible, photographs should be included on the outside of any packaging too.

All parts of the object should be supported. Insufficient, excessive, or badly constructed packaging can cause as much harm as none at all.

Excess packaging can exert pressure on an object

Insufficient packaging can allow objects to abrade against themselves or others

Badly cut Plastazote® can catch on delicate objects

Packaging should not be reused, unless it is clean and in good condition

Do not overcrowd or overfill a container.



Small objects

There are a few extra considerations when packing particularly small objects but the basic packing guidelines described previously should also be followed.

Small objects with no special environmental requirements can be packed in acid-free or crystal boxes.

Objects should be either cradled in acid-free tissue puff or sitting on a layer of Plastazote® with a Plastazote® support around each object.

Objects should have an acid-free tissue puff or piece of foam placed over the object.

Generally, objects should not be placed in layers. However, where this is necessary, rigid acid-free card or another inert material should be placed between layers to spread the weight. More robust objects should be placed at the bottom.

Fragile objects should always be packed separately so they cannot abrade each other or become tangled. A good way of doing this is to place each object in a crystal box (cradled as described above) and then place all the boxes in one larger box.

Large or heavy objects

It is not feasible to place most large or heavy objects in a box. If the objects will fit on the bottom shelf of racking then they should be placed on a thick layer of Plastazote® to cushion the base.

Padded blocks can be used to raise the objects slightly, allowing for easier lifting and placing down.

Large objects should not be placed directly on the floor but on wooden or plastic pallets (if shelving or racking is not available). A layer of Plastazote® should be placed between the pallet and the object.

Covers can be made from either Tyvek® or unbleached cotton dust sheets. These can be made specifically to fit the object or can be secured with cotton tape (NOT adhesive tape)

Basic Packing

How do I make a tissue puff

Tissue puffs or nests are invaluable for cradling objects, supporting the inside of objects, and stopping objects from moving around within containers. There are a few variations on the technique required to make them but the basics are outlined in the photos below.

