



Mylar Phase Box

The Mylar phased box is a simple, low-cost, enclosure made from 20pt acid-free folder stock and heavy weight Mylar to create a see through wrapper for higher end items. This box comes from the Folger Shakespeare Library and was designed by Linda Blaser.

All measurements will be taken from the book to be boxed. No rulers are necessary.

Time: 10-15 min. per box when batched.

The grain direction will run parallel to the spine in all creases.

ξ Tools Needed: pencil, board shear, double sided tape, triangle, bone folder, creasing jig, buttons, waxed linen thread.



- Cut a strip of heavy folder stock the exact width of the book.
- Cut a strip of heavy Mylar the exact height of the book and at least four times the width.
- Mark, crease and fold the folder stock according to diagram.



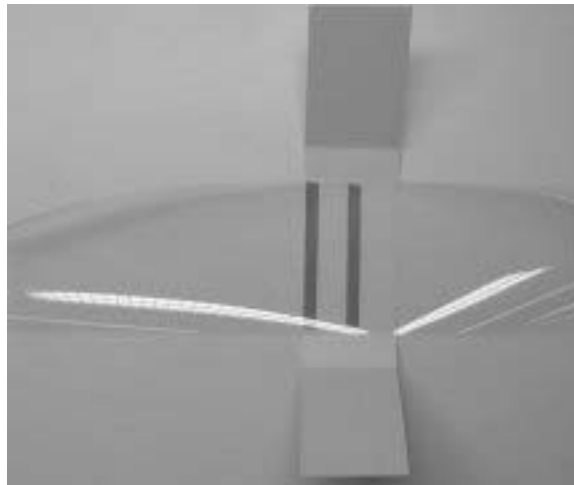
Measure the height(h) and the thickness(t) as above. X marks the excess to be cut off.



Creasing the folder stock on the jig.

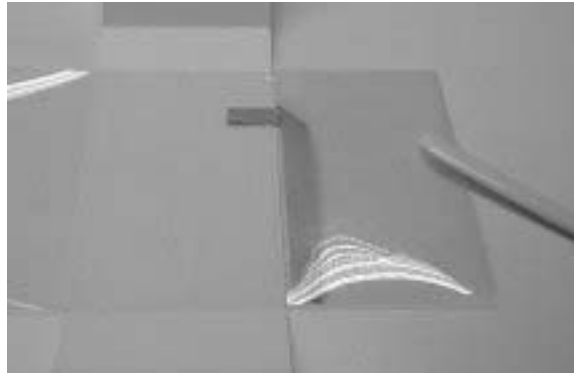
Assemble:

- On the folder stock, place three strips of double-sided tape vertically. Remove the backing off of the tape on the right side.
- Position the Mylar strip on the folder stock such that there is twice the thickness of the book plus 3 inches extending to the right. Bone down the tape and remove the backing from the other two pieces of tape and bone.

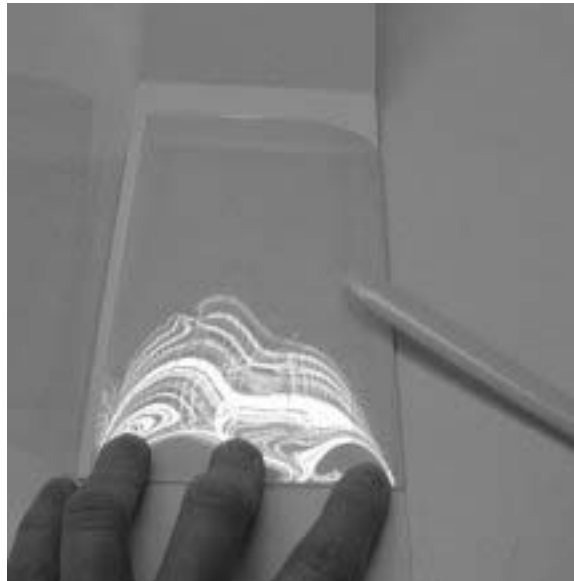




- Place a piece of double-sided tape on the end of the Mylar that extends to the right, remove the backing and fold the Mylar such that the tape is right at the edge of the folder stock. Bone down well.



- Cut a piece of Stonehenge paper the exact size of the book and adhere with double-sided tape to the Mylar.
- Crease the Mylar extending both right and left at the edge of the folder stock.



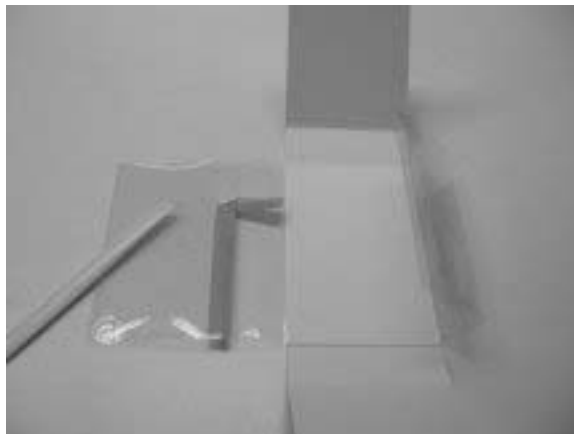
- Place the book in the box and fold up the two folder stock flaps.



- Mark the height of the book and flaps on the Mylar to the right and left, remove the book and crease.

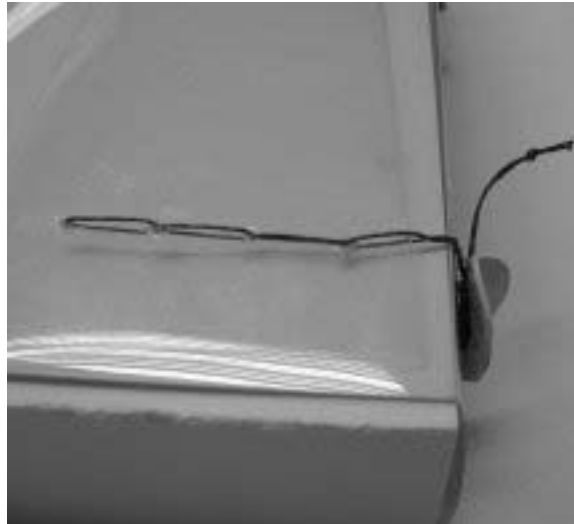


- Fold up the Mylar flap to the right, extend the Mylar flap to the left across the box and mark a point 4 mm from the edge of the box. Trim any excess. Adhere the tab with double-sided tape.





- Attach buttons to fore edge of Mylar with waxed linen thread. Stitch Mylar flap with waxed linen thread to create a cord to wrap around buttons.



Shelf Preparation

- With a permanent, fine-tipped marker, write the call number on the spine of the box if the call number is not visible through the Mylar.
- When completed, put book and box on the reshelve shelf for quality control and reshelving.