

# About the service

Archival boxes and enclosures provide one of the best ways of protecting heritage items in storage and during transit.

Books, manuscripts, photographs and other items of value can be safely stored in this way, ensuring their long term preservation. . Additionally, boxes provide substantial protection against accidental release of water while guarding items against other external threats. This can all be achieved at low cost.

Often an item can be held safely in a box or enclosure without more expensive conservation treatment being applied.

The National Library of Scotland uses computerised die-cutting and box-making machines



(continued) to mass-produce file boxes, serial boxes, newspaper boxes, archival wallets and four-flap enclosures.

Items are produced using acid and lignin free archival boxboard and paper and are also rivet and staple free.

## How we can help

The Library is able to offer a box making and enclosure service to other organisations. This leaflet explains the general service and further information is available by contacting

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# Prices

A minimum order of 100 of any size is required for die cut boxes. Die cut file and serial boxes are delivered flat packed and newspaper boxes are delivered fully constructed. Box labels can be added at additional cost.

Prices can be supplied for orders of less than 100. Prices do not include post & packing or VAT.

### File boxes - Die Cut

Code	Height	Width	Depth	100+	200+	500+
FB1	229	152	102	£ 4.00	£ 3.40	£ 3.20
FB2	292	216	114	£ 4.50	£ 3.83	£ 3.60
FB3	305	229	114	£ 4.50	£ 3.83	£ 3.60
FB4	330	279	114	£ 4.50	£ 3.83	£ 3.60
FB5	375	279	114	£ 4.50	£ 3.83	£ 3.60
FB6	470	318	102	£ 4.50	£ 3.83	£ 3.60
FB7	622	419	102	£ 6.50	£ 5.53	£ 5.20

### Serial boxes - Die Cut

Code	Internal Dimensions (mm)			Quantity price		
	Height	Width	Depth	100+	200+	500+
SB1-4	180	150	40	£ 2.50	£ 2.13	£ 2.00
SB1-8	180	150	80	£ 3.00	£ 2.55	£ 2.40
SB1-12	180	150	120	£ 3.50	£ 2.98	£ 2.80
SB2-4	205	150	40	£ 2.50	£ 2.13	£ 2.00
SB2-8	205	150	80	£ 3.00	£ 2.55	£ 2.40
SB2-12	205	150	120	£ 3.50	£ 2.98	£ 2.80
SB3-4	230	180	40	£ 2.80	£ 2.38	£ 2.24
SB3-8	230	180	80	£ 3.10	£ 2.64	£ 2.48
SB3-12	230	180	120	£ 3.40	£ 2.89	£ 2.72

## Serial boxes - Die Cut (continued)

Code	Internal Dimensions (mm)			Quantity price		
	Height	Width	Depth	100+	200+	500+
SB4-4	260	190	40	£ 2.80	£ 2.38	£ 2.24
SB4-8	260	190	80	£ 3.10	£ 2.64	£ 2.48
SB4-12	260	190	120	£ 3.40	£ 2.89	£ 2.72
SB5-4	280	190	40	£ 3.00	£ 2.55	£ 2.40
SB5-8	280	190	80	£ 3.30	£ 2.81	£ 2.64
SB5-12	280	190	120	£ 3.50	£ 2.98	£ 2.80
SB8-4	295	235	40	£ 3.40	£ 2.89	£ 2.72
SB8-8	295	253	80	£ 3.40	£ 2.89	£ 2.72
SB8-12	305	236	120	£ 3.60	£ 3.06	£ 2.88
SB9-4	345	235	40	£ 3.50	£ 2.98	£ 2.80
SB9-8	345	235	80	£ 3.70	£ 3.15	£ 2.96
SB9-12	345	235	120	£ 4.00	£ 3.40	£ 3.20

## Newspaper boxes - Die Cut

Code	Internal Dimensions (mm)			Quantity price		
	Height	Width	Depth	100+	200+	500+
NP0	375	295	65	£ 15.00	£ 12.75	£ 12.00
NP1	445	330	65	£ 15.00	£ 12.75	£ 12.00
NP2	480	370	65	£ 15.00	£ 12.75	£ 12.00

## Newspaper boxes - Computerised Box-making

Code	Internal Dimensions (mm)			
	Height	Width	Depth	Price
NP3	480	370	65	£ 16.00
NP4	520	370	65	£ 16.50
NP5	585	430	65	£ 17.00
NP6	620	430	65	£ 17.00
NP7	620	480	65	£ 17.50
NP8	670	445	65	£ 17.50
NP9	670	510	65	£ 18.00

## Other boxes and enclosures available – prices can be supplied on application

### Variable Sized Clamshell Boxes

Made to measure boxes made on the computerised box-making machine that are normally delivered fully constructed. Measurements and any titling information would have to be provided.

### Two Part Boxes – Lid & Tray

These are suitable for large format items that are too big for the clamshell style box.

### Manuscripts Folders

Four flap folders made from archival manilla paper with four creases on each flap to allow for different depths, dependent on the quantity of manuscripts housed in the folder. Three sizes are available.

Standard	358	236	£5.00
Medium	289	192	£4.50
Small	240	160	£4.00

### Photographic Glass Plate Enclosures

Four flap enclosures made with paper appropriate for the storage of photographic material and which passes the (PAT) photographic activity test.

### Roll Storage Tubes

Rectangular and triangular storage tubes to house rolled maps and plans.

### Other

Bespoke boxes and enclosures can be made upon request.

# Archival Box and Enclosure Service

