ABRAHAM LINCOLN PRESIDENTIAL LIBRARY CONSERVATION LAB
INSTRUCTIONS FOR MAKING A ONE-PART WRAPPER

Note: This wrapper style is based on a design taken from "Card Stock Wrappers for Small Books", part of the Northeast Document Conservation Center Preservation Leaflet 7.4 <u>Custom Protective Enclosures</u>: <u>https://www.nedcc.org/free-resources/preservation-leaflets/7.-conservation-procedures/7.4-custom-protective-enclosures</u>

1. DETERMINE MEASUREMENTS – please refer to the worksheet for making a one-part wrapper

1.1 - Measure height, width, and depth (thickness) of the book. For a wrapper with a more precise fit, use metric measurements. If the book is irregularly shaped, use the largest measurement taken for each dimension.

1.2 - For the height of the wrapper, add together the following measurements:

      (a) 5 cm. (top flap)   plus
      (b) Depth of the book (top side)   plus
      (c) Height of the book plus 1 mm. (base) plus
      (d) Depth of the book (bottom side) plus
      (e) 5 cm. (bottom flap)

1.3 - For the width of the wrapper, add together the following measurements:

      (f) Depth of the book (fore edge flap)   plus
      (g) Width of the book plus 2 mm. (left flap) plus
      (h) Depth of the book plus 2 mm. (left side) plus
      (i) Width of the book plus 1 mm. (base)   plus
      (j) Depth of the book plus 1 mm. (right side) plus
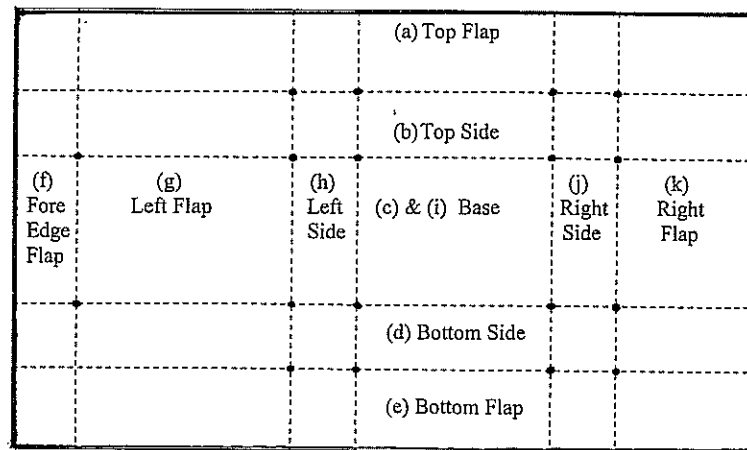   (k) Width of the book (right flap)

2. CUT THE BOARD

2.1 - Mark the height and width of the wrapper on a piece of acid free board. Generally, the type of board to use for this wrapper will be 20-point (.020) heavy folder stock. Other thicknesses are available. The choice of board thickness will depend on the weight of the book. The heavier the book, the thicker the board required to make a wrapper of adequate sturdiness.

2.2 - Cut the board to the height and width measured for the wrapper. Using a knife and straightedge will provide clean, straight cuts, but scissors also may be used on boards up to 20 points thick.

3. SCORE THE BOARD

3.1 - Mark the board around the edges with the individual measurements figured out in steps 1.2 and 1.3 for the flaps and sides.

3.2 - Aligning the straightedge along each set of marks, use the pointed end of a bone folder to score the board vertically and horizontally.
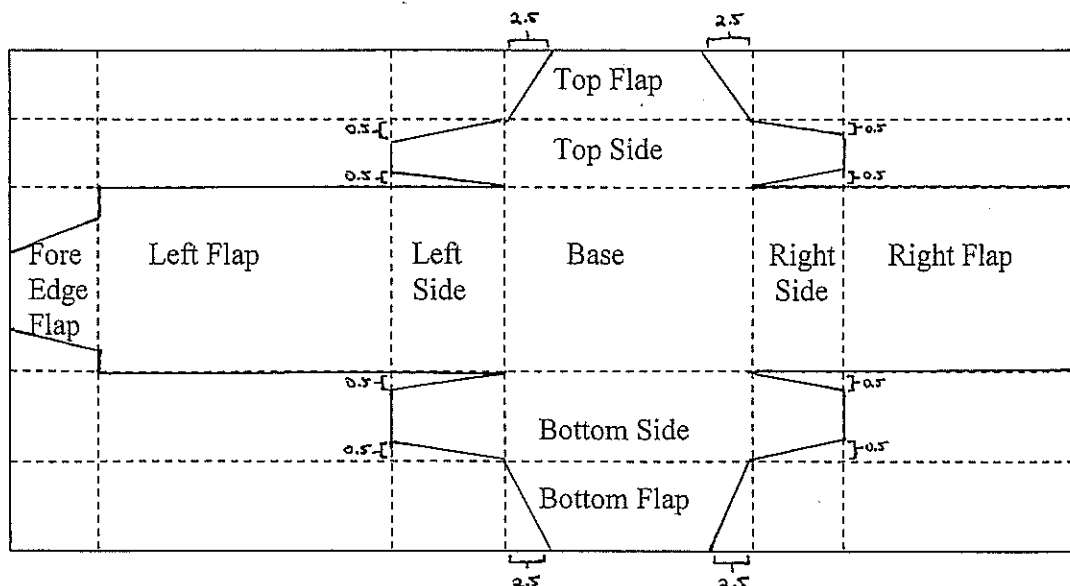

4. MARK FLAPS

4.1 - Where the score lines intersect, mark with pencil dots. These will help when drawing lines to indicate the angled sides of flaps.

4.2 - Draw lines for angled cuts on the top and bottom flaps as indicated on the drawing (see below).

4.3 - Where the score lines meet at the corners of the base, make corner flaps. Draw lines for angled cuts as indicated on the drawing (see below).

4.4 - Divide the height of the left flap into thirds along the fore edge flap score line. In the center section, draw lines for angled cuts as indicated on the drawing (see below).

5. TRIM OFF EXCESS BOARD AND FOLD ALONG SCORE LINES

5.1 - Using a knife and straightedge (or a pair of scissors if the board is thin enough), cut off the excess board around the flaps and edges of the wrapper. The areas on the board to be trimmed off are indicated in the shaded areas of the drawing.

5.2 - Using a bone folder and straightedge, crease the board along all the score lines.
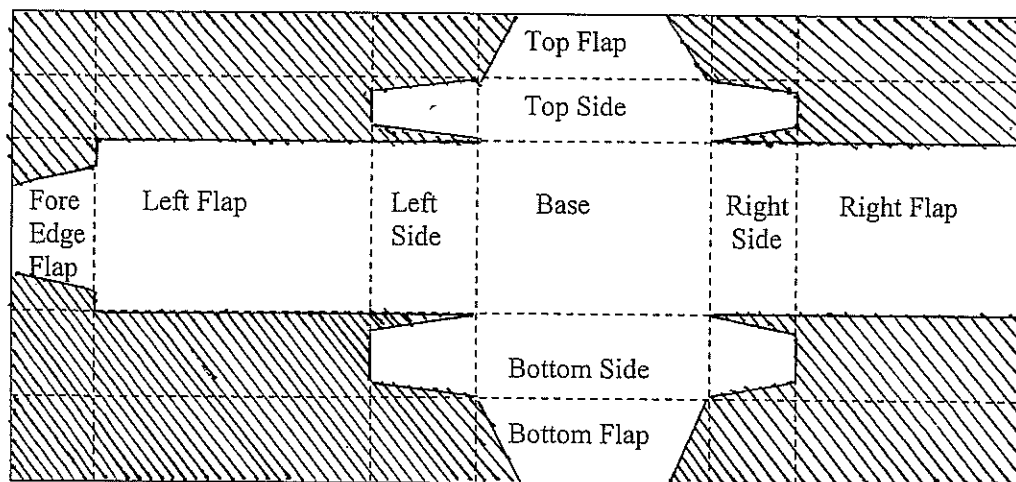
6. CUT A SLIT FOR THE FORE EDGE FLAP

6.1 - Place the book inside the wrapper. First lay the top and bottom flaps on the book, then turn in the corner flaps. Lay the right flap over the book. Finally, lay the left flap over the right flap.

6.2 - Holding the wrapper closed around the book, mark where the widest part of the fore edge flap lays on top of the wrapper. This is where the fore edge flap will be tucked in to close the wrapper.

6.3 - Remove the book from the wrapper. On the right flap, cut a slit between the marks.

6.4 - Place the book inside the wrapper and fold the flaps around it. Slide the fore edge flap into the slit to close the wrapper.

WORKSHEET FOR MAKING A ONE-PART WRAPPER
(USING 20-POINT BOARD)

BOOK: Height _____cm   Width _____cm   Depth _____cm

Top flap	Top side	Base	Bottom side	Bottom flap
5.0 cm	Depth	Height + 0.1 cm	Depth	5.0 cm

Height
of board = (a)_____ + (b)_____ + (c)_____ + (d)_____ + (e)_____ = _____

Fore edge flap	Left flap	Left side	Base	Right side	Right flap
Depth	Width + 0.2 cm	Depth + 0.2 cm	Width + 0.1 cm	Depth + 0.1 cm	Width

Width
of board = (f)_____ + (g)_____ + (h)_____ + (i)_____ + (j)_____ + (k)_____ = _____