

GUIDELINES FOR BOXING WET BOOKS FOR FREEZING

- 1) If time allows and the number of affected books is not too large, use freezer paper to separate the books. Cut pieces of freezer paper (waxed on one side) 1-2" larger than is needed to wrap around the spine and covers of the books. For cutting large quantities of paper, fold the paper accordion style then cut across the two edges. Line boxes with plastic bags if very wet; this will keep the moisture from affecting the box.

Pack all books spine down.



Pack books in single row.



Pack books snugly.



Pack oversize books flat with largest on the bottom.



- 2) Pack ten to twelve books per box. Wet books are heavy and care should be taken not to make the boxes too wet. Pack the books *spine down* and fold a piece of freezer paper (shiny side in) around every other book, with edges toward the top of the box. Edges of the book should come to within no more than 1" of the top of the box. Do not pack tightly, but avoid extra space which could cause slumping. If extra space remains in the box, support the books with crumpled paper or Styrofoam peanuts.

- 3) Wet books should *not* be packed flat if at all possible because the weight will damage the bindings of the books on the bottom.
- 4) Follow procedures for inventory control to track materials sent to freezer, recovery company, or to dry storage if undamaged.