

INTRODUCTION

A phase box is a customized enclosure for a book that provides protection from handling and adjacent materials. They are used in libraries to represent a first “phase” of preservation, one that may be followed by rebinding or other treatment. This style of enclosure can be customized for any rectangular item where direct contact between the box and the original surface is acceptable.



This box requires careful measuring and advanced box-making skills. If this is your first box, please see our **TOOLBOX INSTRUCTIONS** leaflet for general box-making information.

SUPPLIES

- Acid-free cardstock*
- Bone folder
- X-acto knife
- Cutting mat
- Ruler
- Pencil and eraser

*Cardstock comes in different thicknesses. The

thickness used in this example is 10 point. Anything from 6 point (thin) to 20 point (thick) can be used for phase boxes.

MEASURING

Measure and record here the **length (L)**, **width (W)**, and **depth (D)** of your book and enter them below. You will use these throughout the instructions.

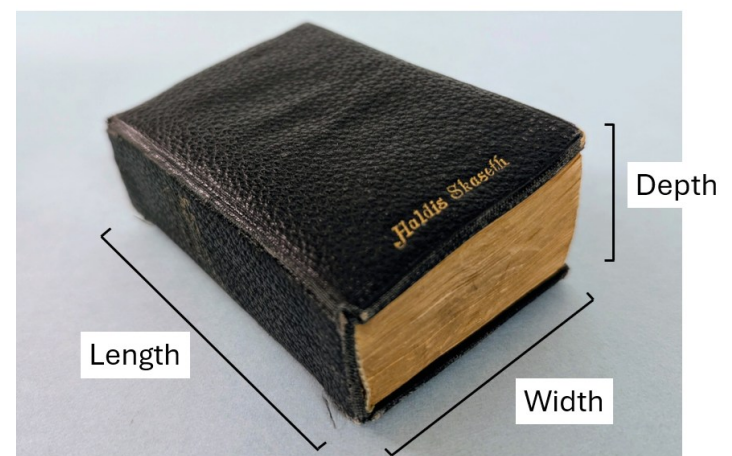
TIP: Take your time with measuring and be both as *precise* (within 1/16th of an inch) and as *accurate* as you can (use the same measuring tape throughout the process).

Some books are not square and have a different width on one side than on another. If this is the case, choose the largest of the measurements.

Length:

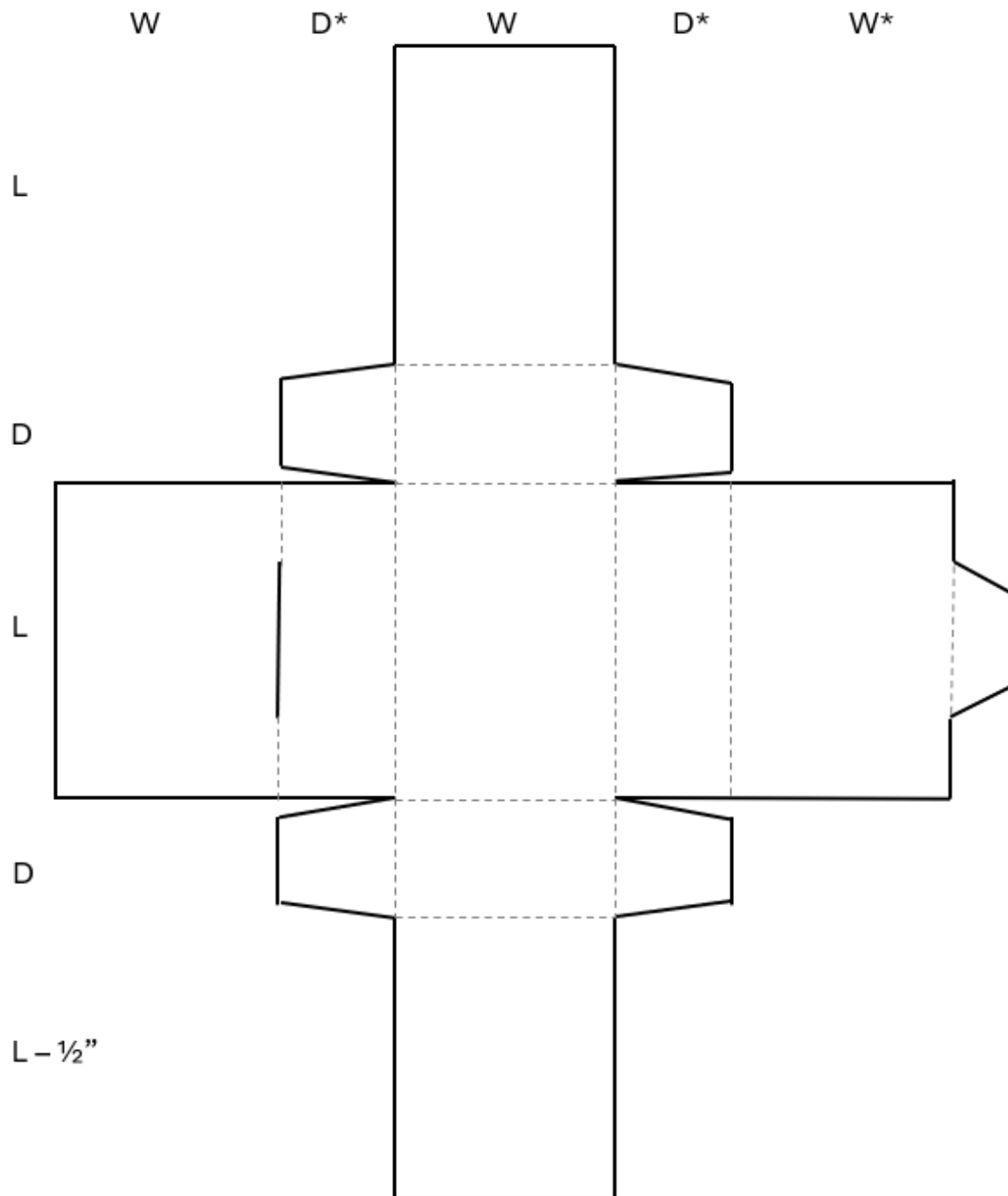
Width:

Depth:



TEMPLATE

The phase box is made from the template shown here, where the dotted lines represent folds. Experienced box-makers may be able to make it from the template alone. For the rest of us, don't worry. Instructions follow.

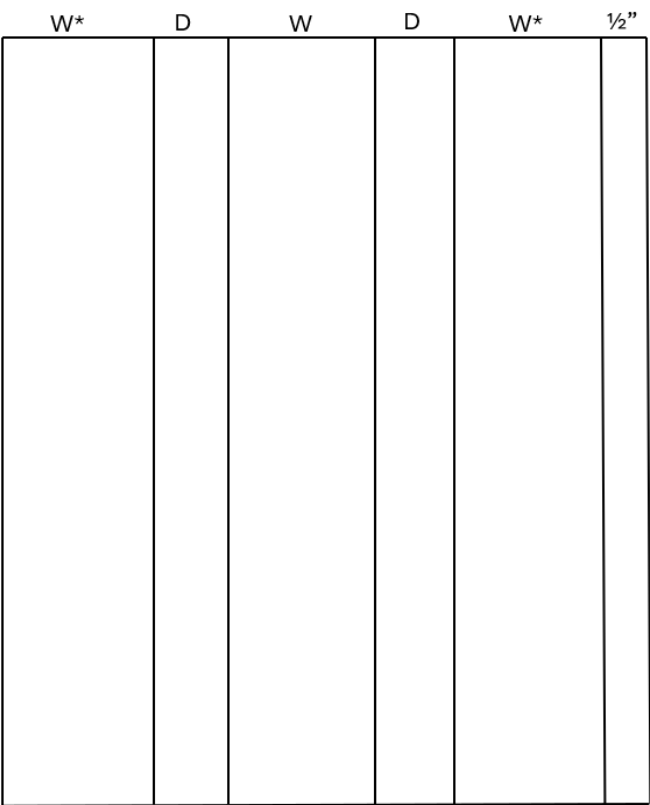


*If using 10 pt cardstock or heavier, consider adding 1/16" to this dimension to accommodate board thickness into the overlap.

INSTRUCTIONS

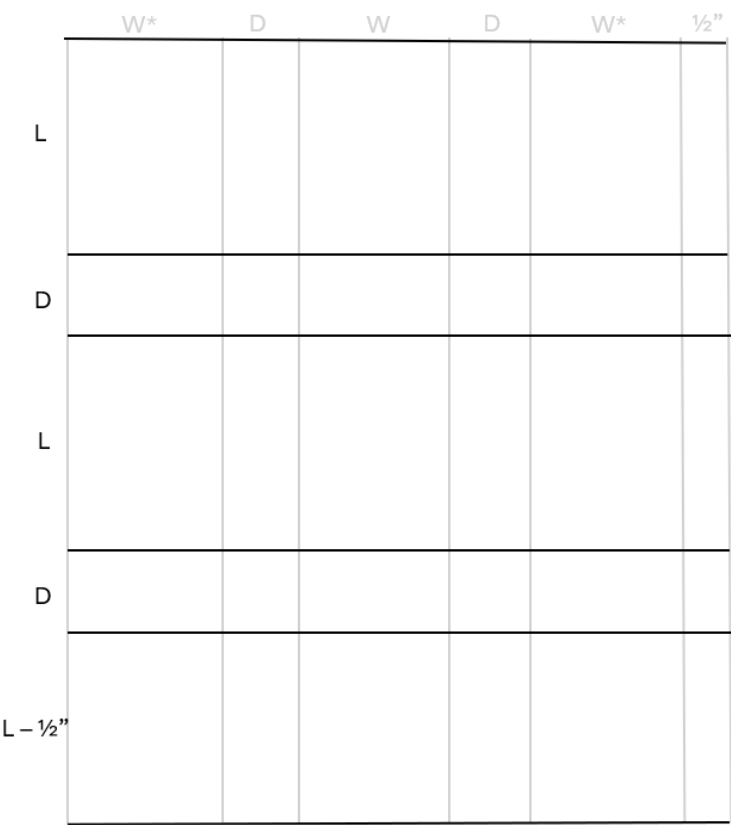
1. Using the pencil and ruler, measure lines vertically across your cardstock as shown in the diagram at right. *Don't cut anything yet.*

Note the *1/2 inch* strip on the right edge; this will form the tab that keeps the box closed, and is independent of the size of your particular book.



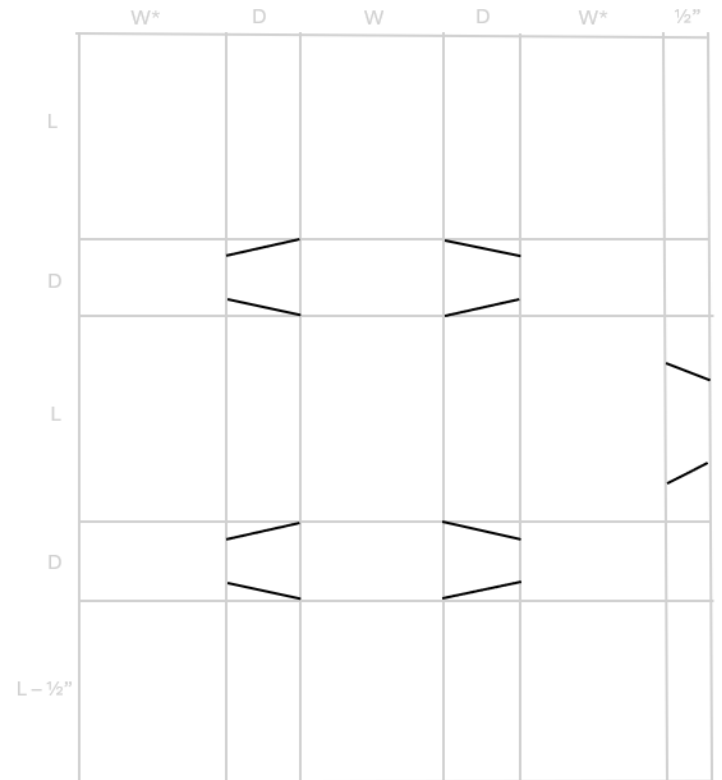
2. Measure lines horizontally as shown at right:

Note that the bottom horizontal line is measured to the length of your book *minus 1/2 inch*. This creates a slightly shorter inside flap to ensure a good fit.



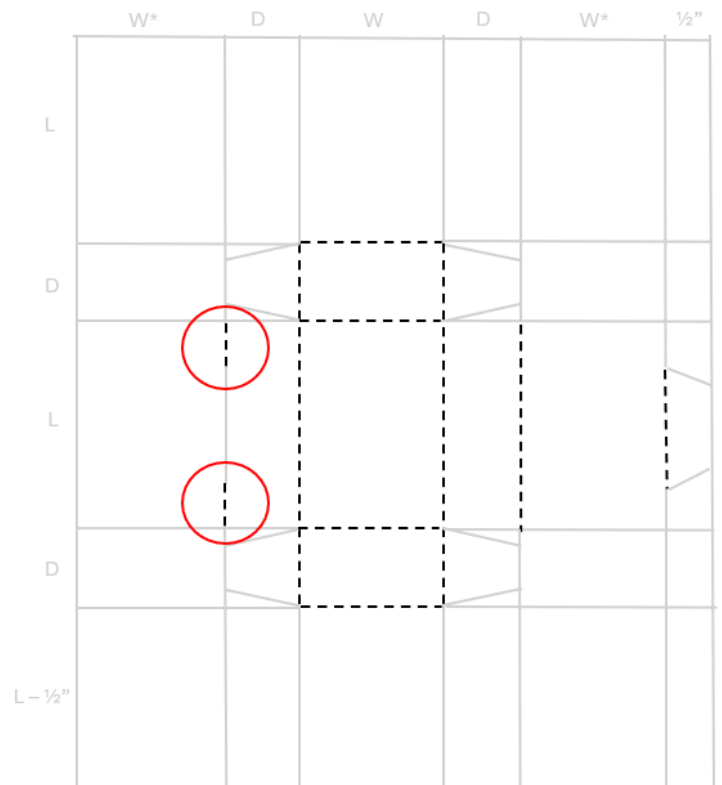
3. This template uses several angled cuts to create a tapered tab for easier closure. Draw these as shown at right.

The exact measurement of the angles doesn't matter.

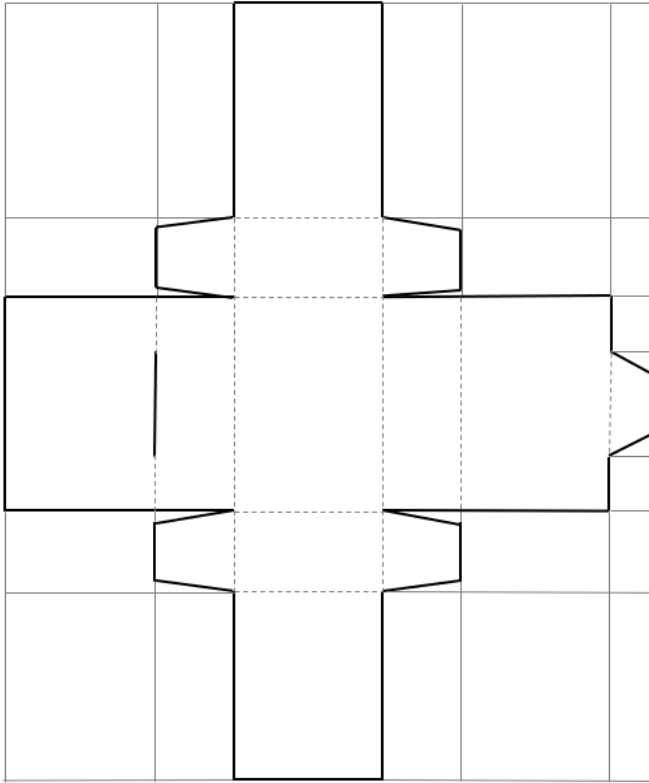


4. Using an eraser, create DOTTED lines to indicate where the cardstock will be FOLDED , not cut.

Note the circled areas, which bracket the opening for the cover tab.



5. Using a sharp blade and straight edge, cut along the BOLD lines.



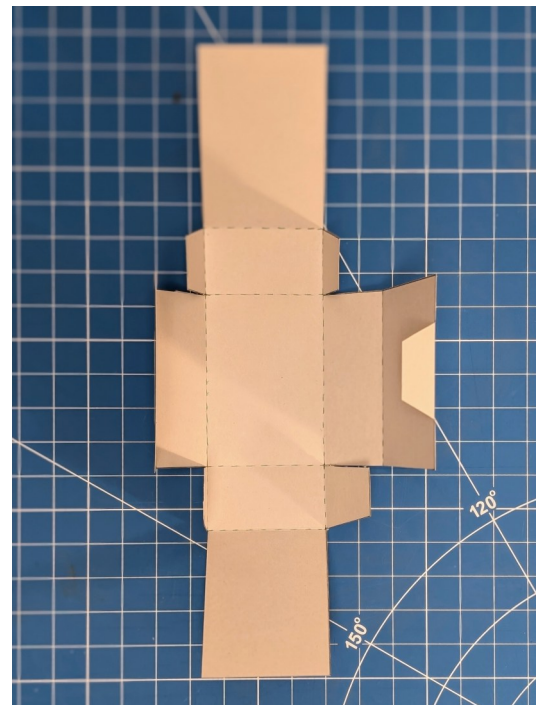
6. Using the bone folder and ruler, score the cardstock firmly along the DOTTED lines, then fold gently.



Congratulations! Your phase box is complete!
Now wrap your book and tuck the tab in to hold it shut. Don't forget to label the spine.



Library of Congress



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