

General Rehousing Procedures for Three-Dimensional Objects

Before you begin rehousing, you must first consult with the Curator, Collections Manager, and/or faculty member to assess the object. This consultation will provide insight into the priorities for rehousing and help guide the process.

The primary goal in rehousing an object is to fully support the object while providing safe and easy access with minimal handling. Therefore, as you begin the rehousing process, consider the following:

- Is the object fragmentary or fragile?
- Is the object exceptionally heavy or large?
- What box size would maximize space but allow for sufficient support and easy removal of the object?
- What rehousing materials will best support and protect the object?
- How should the object be placed in the mount? Should the object be standing upright or is it best to lay it down to minimize potential risks?
- How should the object be supported to allow for maximum protection and visibility?
- Will the object require any additional supports or barriers, such as a lid?

The following steps will assist in the creation of a new storage container for a three-dimensional object. Generally, three-dimensional objects require three-dimensional supports. It is important to remember that each object is unique and may require additional steps to provide full support and protection. A reasonable amount of flexibility is necessary when rehousing objects in a collection. The rehousing of textiles and other flat materials are addressed under General Rehousing Procedures for Flat Objects.

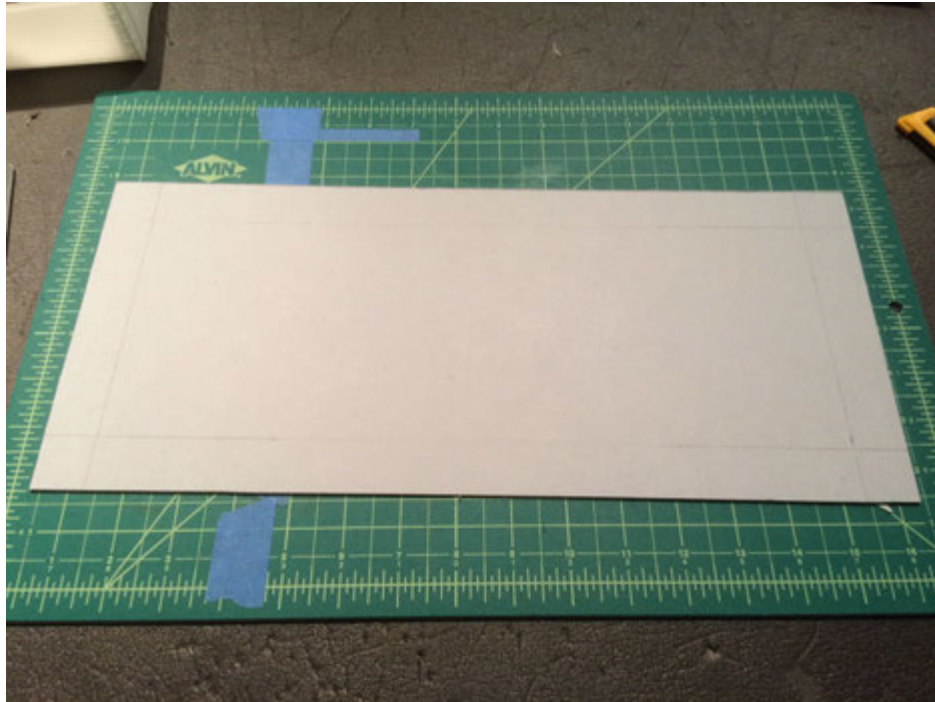
1. Remove object from its old housing and check the box or bag for any documentation or fragments, and remove as well.
2. Place object on cushioned surface and record its measurements.
 - Lay the object and all of its pieces out to assess the length (L) and width (W) of the custom box. Always leave enough room for supports and barriers and for the safe removal of the object. Generally, measure an additional one-inch around all four sides of the object.
 - The object's height (H) must be taken into account as well. Assess what box height is appropriate to support, but not entirely enclose, the object (unless it has been determined that the object is best supported with a box with taller sides). At a minimum, the box height should be one inch for all objects.
 - First consider if a standard size box is a possible fit. If an object will fit in one of the standard boxes, skip to Step 5. When an object does not fit a standard box, a custom box is needed.
 - A custom box will have the following length and width dimensions:
 $(L + 2H) = \text{length of custom box}$
 $(W + 2H) = \text{width of custom box}$
3. Cut corrugated board to correct size and create edges for box construction.

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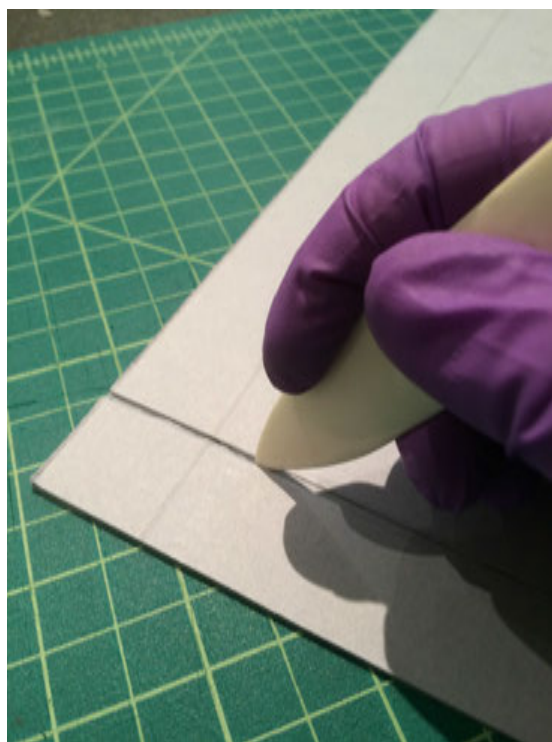
Jennifer Torres

Johns Hopkins Archaeological Museum

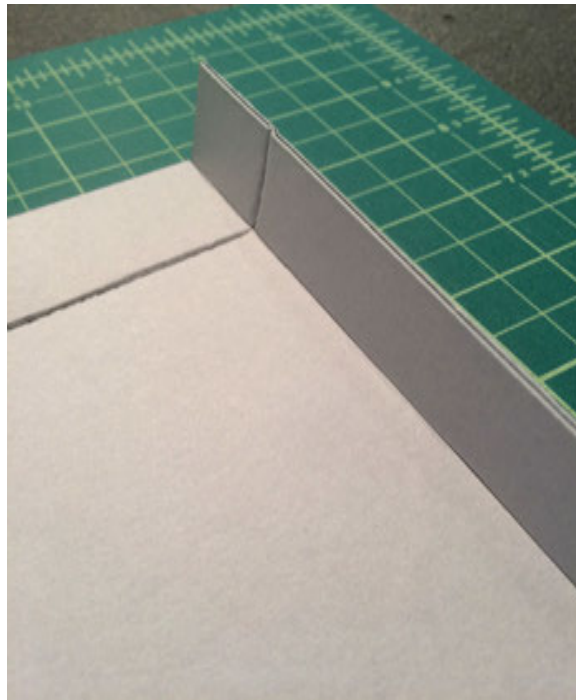
- Measure and cut corrugated board (blue board or Coroplast) to the length and width dimensions determined above.
- Measure and mark with a pencil the height of the box (i.e. if the height is to be one inch, measure one inch on all four sides)



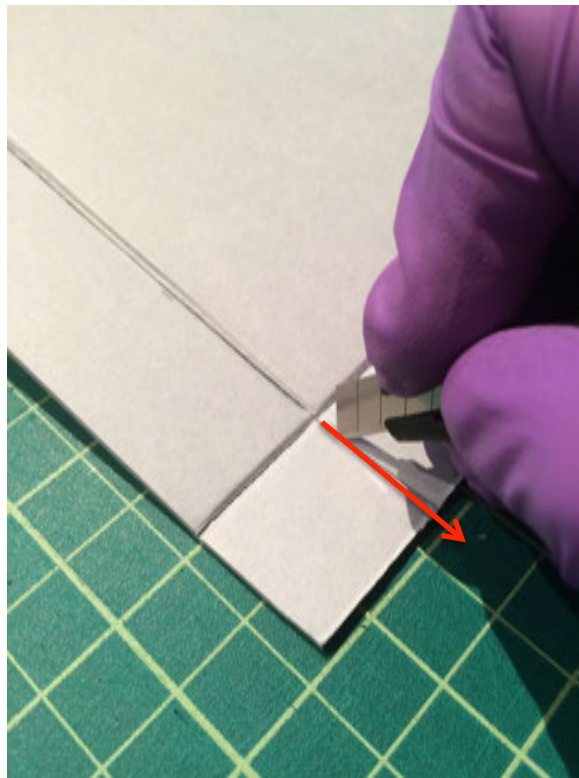
- Next, score the board along these marks first with a razorblade, creating a shallow cut in the board (be sure not to go all the way through the board), and then with a bone fold to create the box edge.



- Fold the box along the score on all sides.

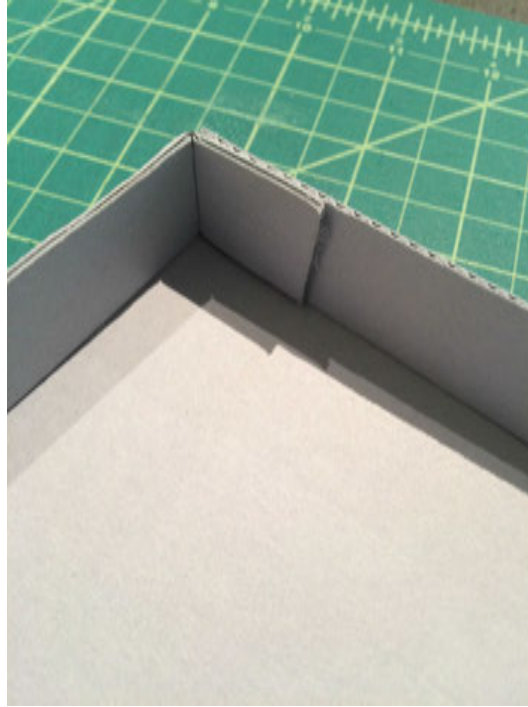


- Place the box lengthwise and cut a slit in each corner of the board to act as flaps when constructing the custom box.



4. Assemble custom box.

- Hot glue the flaps to the inside of the box using enough glue to hold the flaps in place. Do not use too much glue. Gluing the flaps on the inside of the box allows for maximum space in storage drawers.



5. Cut and glue Volara (polyethylene foam) to the bottom of the box.

- White Volara must always be used when rehousing objects. White Volara allows for easy detection of any pests or deterioration of the object.
- The thicker Volara is generally used for heavier objects, whereas the thinner Volara is sufficient for lighter objects.
- Make sure Volara is flushed with the sides of the box.



6. Create appropriate mount for the object.
 - Place object in box in orientation that produces the least stress on the object.
 - Create and glue supports/barriers that stabilize and protect the object. Ethafoam blocks and trapezoidal backer rods are useful in providing support for many objects. These materials can be cut, carved, and glued together using a variety of tools such as a foam knife, utility knife, scalpel, glue gun, or hot wire cutter to construct a mount. Strips of thick Volara may be sufficient for smaller objects. The supports should eliminate unnecessary movement of the object. The object should still be largely visible.
 - Conduct a shake test to determine if object is fully supported. Gently shake the box. If the object moves, additional supports are needed.
 - Mounts should be relatively easy to understand for both staff and researchers. If the mount is complex, the use of notes and arrows is helpful for staff and researchers when picking up and returning objects safely.
7. Label box with object number and ensure that all object tags and notes are secured within box.
 - Using the label maker, type the object number in Bohemia font and large font size. Cut the label to fit on box if necessary.
 - Object label should be clearly visible on the box. Generally, object labels go on the interior of the box near the top.