Box-Making Guide

The following procedures provide a quick guide for making a standardized (pre-made) box. More detailed instructions for making customized boxes can be found in the General Rehousing Procedures for Three-Dimensional Objects document.

1. Determine the appropriate box size for the object.
   - Generally, there should be one inch of space around the object to ensure that the object does not touch the walls of the box.
2. Place the box flat on a table with the scores facing up and fold all four sides along the scores.

3. Glue the flaps on the inside of the box. Make sure the top of the flaps align with the top of the box wall.

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Jennifer Torres
Johns Hopkins Archaeological Museum
• Do not use too little or too much glue, and remove all excess glue and glue strings.

4. Line the bottom of the box with thin white volara. The volara must be flushed with the sides of the box.
   • While cutting the volara, make sure there are no jagged edges.