



Packing Your Material for Delivery to ECS

The care of your historic or artistic works is of utmost importance to ECS. Whether the objects, bound or unbound and framed, are to be hand delivered by the client or shipped by common carrier, the object(s) need to be securely packaged. Sufficient packing material is required to prevent movement of the object(s) inside the packing material and to reduce penetration of the packing material from an outside source.

Clients are encouraged to contact ECS before shipping any material. Accompanying client contact information is a necessary requirement for proper processing and return of the client material. Without the return address or contact information, it is impossible for ECS to return your material.

Bound Material/Books

- 1) If the bound material is to be shipped then the individual volumes must first be wrapped in unprinted newsprint paper before being boxed. The initial wrapping will protect the fragile covers of the books and prevent additional abrasion. The wrapper does not need to be of archival material since it will be immediately removed upon receipt by ECS.
- 2) To secure the newsprint wrapper, low adhesion painters tape is recommended. If the painters tape inadvertently comes in contact with the book, it can be easily removed without causing additional damage to the object. Use as few strips of adhesive tape as possible to simply hold the wrapping firmly in place.
- 3) Books of “exceptional” value should be first wrapped in acid free paper and secured without adhesive tape, then wrapped in heavy weight Kraft paper and secured with limited pieces of tape to hold the Kraft paper firmly in place.
- 4) Wrapped volumes should then be padded in bubble wrap then boxed. Packing tape, if used, can accidentally become adhered to the volume during the unwrapping of the book causing damage therefore use as few pieces of tape as possible to secure the bubble wrap.
- 5) When boxing the books, allow a minimum of 2” of packing material between the wrapped volume and the side walls, including the bottom, of the box. This will allow sufficient depth in the event the box is penetrated by a sharp object.
- 6) Before closing the shipping container, enclose a letter with your instructions and contact information.

Flat Material/Framed Objects

Packaging unframed objects should be carried out as follows:

- 1) Wrap each object in acid free glassine. Use only acid free glassine so the items are viewable through the transparent wrapping. Do **not** use any pressure sensitive tape on the initial glassine wrapper. If the glassine wrapping is generously cut and properly folded, no tape is required to firmly secure the objects. A group of objects of similar dimensions can be placed in one wrapper if they are interleaved with sheets of glassine cut to size.
- 2) Make a folder of rigid, clean corrugated cardboard and tape the front and back sheets along one edge, to create a hinge. Multiple layers of cardboard may be necessary to increase the strength of the folder preventing it from bending or flexing. If additional support is required sheets of luan (very thin sheets of plywood) can be secured front and back over the cardboard.
- 3) A minimum of 2" should be given for a margin around the object from the edge of the cardboard sheet.. This allowance should give sufficient depth, if a utility knife is used to open the package along its edge.
- 4) Be aware of the maximum package size dictated by the shipping company. Size and weight limitations may apply.
- 5) The wrapped items can be secured in the folder using Kraft paper corners or folded triangles. Packing tape can be applied across each of the Kraft paper corners. Do not apply tape directly to the glassine wrapped item.
- 6) If the package is to be shipped, securely seal all sides with packing tape and include a letter of instruction and full contact information.
- 7) Apply the shipping label and warning labels, i.e. "Do Not Bend" or "Fragile."
- 8) The package may be taken to your local shipping and package store for delivery.

Framed objects require additional packaging and security. It is not recommended that framed objects behind glass be shipped to ECS. Hand delivery is preferred method of delivery. If a small framed object must be shipped by common carrier, then supplemental packaging must accompany the framed object.

- 1) First tape the glass with masking tape. If an unfortunate mishap occurs and the glass is broken during transit, the tape will help prevent the shards of glass from sliding across the artwork causing additional damage.
- 2) Wrapped the framed item in bubble wrap.
- 3) Place sheets of corrugated cardboard on the front and back of the frame and secure with packaging tape.
- 4) Place the wrapped framed item in a sturdy shipping container or rigid box for delivery. Be sure the box or container is properly padded out and the item immobilized. Allow for a minimum of 2" between the wrapped object and side wall of the shipping container.
- 5) If there is any doubt about the packing method please take the framed item to a professional package store and have them pack it for you.
- 6) Once again enclose a letter with all contact information.

Rolled Items

Rolled material will require additional attention prior to shipping. If rolled the material should be padded both inside and around the roll. If the object cannot be unrolled and wrapped then an exterior wrap will have to do.

- 1) Wrap the rolled item in acid free glassine paper. There is no need to tape the glassine.
- 2) Enclose the item once wrapped in glassine with a secondary wrap of fine bubble wrap.
- 3) Place the item in a “strong” rigid tube and pad both ends before placing the end caps on and taping the ends shut. The rolled item must not slide up and down the tube.
- 4) If the item is oversize, such as a wall map, then a PVC plumbing tube can be acquired from your local hardware store. Threaded fittings can be adhered to both ends of the PVC tube and the end caps screwed in place.

When shipping by common carrier such as FedEx, UPS or USPS, etc., it is best to ship at the start of the week. This will ensure the package is continuously on the move and not sitting in a warehouse over a weekend. Packages should be traceable by tracking number and insured.

Etherington Conservation Services provides packing instructions as a courtesy to our clients and cannot be held liable for damage in the event the shipping container is improperly constructed or damaged by the carrier.

Please feel free to contact an ECS facility near you.

ECS – East / Main Office
6204 Corporate Park Drive
Browns Summit, NC 27214
Phone: (800) 444-7534

ECS – Midwest
1010 North Sycamore St
North Manchester, IN 46962
Phone: (800) 334-3628

ECS – West
121 Avery Street
Walla Walla, WA 99362
Phone: (800) 253-5456