

Encapsulation

A Simple Archival Conservation Technique

Advantages

Reversible: The document can be removed (unlike lamination) by simply trimming the polyester inside of the seal.

Provides protection: Documents can be safely exhibited by providing protection from photo corners, tacks, tape or glue. Documents are also made safe for handling by researchers. The polyester keeps fingerprints off the document and protects it from tearing.

Supplies Needed

polyester film (Mylar)	utility knife
double-sided tape	metal straight edge
cutting surface	rubber brayer
scissors	

Directions

1. Make sure that item to be encapsulated is relatively free of dust and grime.
2. Be sure to have the location, catalog information or other identification already written on the document in soft lead pencil (No. 1 or lower) on an inconspicuous place on the document before encapsulation.
3. Start with two sheets of polyester larger than the item to be encapsulated.
4. Tape two adjoining sides.
5. Place document inside.
6. Cut remaining two sides to within 1/4 to 1/2 inch of the edge of the document.
7. Place weight on polyester on center of document.
8. Tape remaining two sides.
9. (Optional) Round corners with scissors.

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