

Housing Decision Making Case Study: large format corrugated clamshell boxes for aerial photos

Prioritization and selection for housing: ~7000 aerial photographic prints presently occupy 33 flat file drawers. Ideally the valuable flat file drawer space should be holding other segments of the oversize collections, used by researchers more often than the aerial photos. Placing the images in sturdy boxes on shelves is an efficient and cost-effective way to house these oversize items.

Object Needs: The black and white silver gelatin prints are stable. Photographic prints are vulnerable to fingerprints and abrasion when being handled. A label with a Care and Handling note can be placed on the box.

Cost: The project includes the construction of 68 custom sized boxes. In planning the project archives staff explored the cost of purchasing custom sized oversize boxes from vendors that offer machine cut boxes. The prices ranged from \$40 - \$60. The cost of a box, made in-house, is approximately \$35 - \$41 (C flute board 30" x 40" - \$19, labor for 1 hour - \$16 - \$22). [Offcuts of board are used to make spacers for record boxes.]

Protection of user: The objects do not present risk to the user.

Accessibility: Stacks of aerial photographs are organized by scale, land quadrant, and date. Researchers must examine multiple prints to identify the specific information that they are seeking. Researcher must slide the photographic prints from stack to stack to examine each image.

Presentation: The care that the archives has taken to construct a custom fit and durable box should influence the researcher to take care in handling the images. The images need to be stacked and aligned to fit into the box.

Labeling: The identification information for the items enclosed in each box are handwritten in pencil on the lip or front cover of the box. A Care and Handling label reminds users to wear gloves, to handle in a manner to reduce abrasion, and to align stack of photographs when placing in the box. Drawers and shelves within the archives storage "pods" present series and scope level labelling for what is held in a given range.

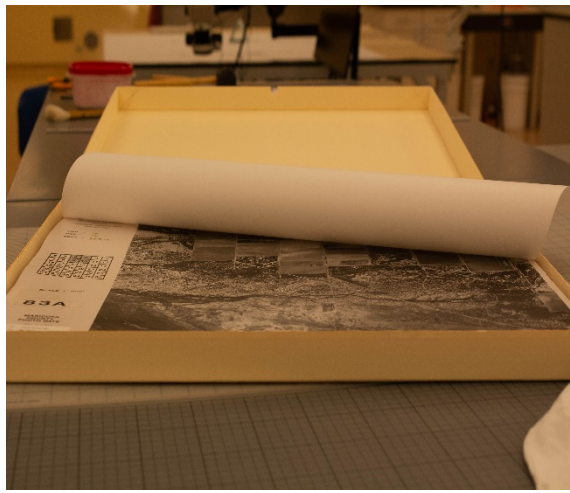
Storage environment: The storage environment is maintained at ~58 degrees F and 40% RH. The structure that houses the archives is purpose built with large storage areas holding high density shelving designed for archives holding - record boxes, ledgers, oversized items. The institution practices integrated pest management and works to maintain an Emergency Preparedness and Disaster Response plan.

Storage solution

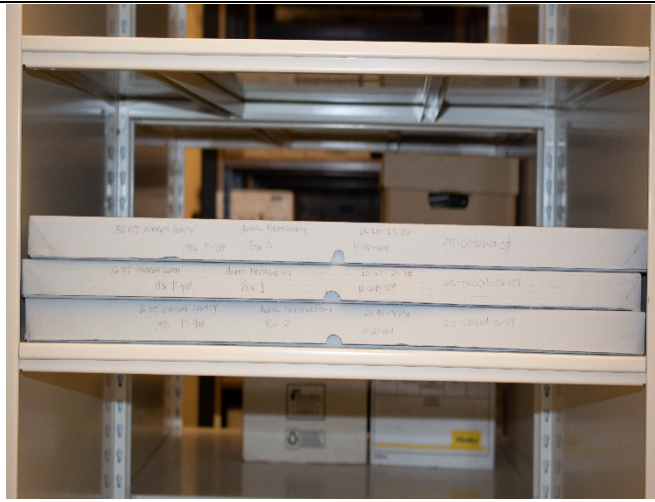
The handmade corrugated clamshell design used was published in Volume 15, Number 6, October 1991 in the Abbey Newsletter by Andrea Krupp.

<https://cool.culturalheritage.org/byorg/abbey/an/an15/an15-6/an15-610.html>

This method can also be adapted to make 2-piece boxes when the size of the housed materials requires the use of 2 30" x 40" boards. The 2-piece box has an inner tray with one drop wall and an outer tray with two thumb holds. The box design does not work for items that are less than 2.5 cm thick.



Custom sized corrugated clamshell box holding aerial photographs



Custom boxes on the archives shelves with handwritten labelling.

Courtesy of the Arizona State Library, Archives and Public Records